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DEPARTMENT of DEFENSE FOREIGN CLEARANCE MANUAL

24 September 2021

NOT RELEASABLE OUTSIDE US GOVERNMENT

**SECRETARY OF THE AIR FORCE
EXECUTIVE AGENT FOR THE DoD FOREIGN CLEARANCE PROGRAM**



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FOREWORD

This document is the updated Department of Defense (DoD) Foreign Clearance Manual (FCM). It is issued under the authority of DoD Directive 4500.54E (Reference (a)), and Deputy Secretary of Defense Action Memorandum, "Designation of the Secretary of the Air Force as the Executive Agent for the DoD Foreign Clearance Program," 20 December, 2007. It implements DoD policies governing the DoD Foreign Clearance Program (FCP) and establishes criteria for requesting DoD aircraft diplomatic clearances and DoD personnel travel clearances through US Embassies for overseas travel. This update provides administrative changes and reformats the DoD FCG consistent with DoDI 5025.01 (Reference (b)).

The DoD FCG is directive on the Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and Reserve components), the Military Services, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Defense Agencies, and DoD Field Activities. These entities are referred to collectively as "the DoD Components." The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Coast Guard under agreement with the Department of Homeland Security when it is not operating as a Service in the Navy, and the Marine Corps, including their component commands, supporting Combatant Commands, and separate operating agencies.

This administrative update is effective immediately. All previous releases of the DoD FCG, General Information Volume and Forewords in the regional volumes are canceled.

Send recommended changes to this manual through channels to: HQ USAF/A10P at DoD.FCP@us.af.mil or HQ USAF WASHINGTON DC//A10P//.

Some of the information in the DoD FCG appendices is based upon arrangements made with representatives of host nations (HNs). The DoD FCG shall not be distributed to other nations. Access to information in the DoD FCG shall be controlled appropriately. A classified supplement to the DoD FCG identifies additional country-specific and Combatant Command-specific requirements. DoD Components may access the classified supplement via SIPRnet link <https://www.fcg.pentagon.smil.mil/classified-sup-warning.html>.

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- (y) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," 9 April 1996.
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ABBREVIATIONS AND ACRONYMS

<u>Abbreviation or Acronym</u>	<u>Meaning</u>
.gov	Internet domain name space for government organizations
.mil	Internet domain name space for military organizations
.smil	SECRET Internet domain name space for military organizations
ACS	Assistant Chief of Staff
ADIZ	Air Defense Identification Zone
ADMIN	Administration
AFB	Air Force Base
AFI	Air Force Instruction
AFOSI	Air Force Office of Special Investigations
AFR	Air Force Regulation; Air Force Reserve
AFRC	Air Force Reserve Command
AFSOUTH	Air Force South
AFTN	Aeronautical Fixed Telecommunications Network
AGARD	Advisory Group for Aerospace Research and Development
AIC	Aeronautical Information Circular
AIG	Address Indicator Group
AIP	Aeronautical Information Publication
AIR Card	Aviation Into-Plane Reimbursement Card
AIREVAC	Aeromedical Evacuation
AIS	Aeronautical Information Service
AIT	American Institute in Taiwan
ALUSNA	United States Naval Attaché
ALUSNLO	United States Naval Liaison Officer
AMC	Air Mobility Command (USAF); Army Materiel Command (ARMY)
ANG	Air National Guard
ANS	Air Navigation Services
AOE	Airport of Entry
AOR	Area of Responsibility
APACS	Aircraft and Personnel Automated Clearance System
APO	Air Post Office
APOD	Aerial Port of Debarkation
AR	Army Regulation
ARPAC	Army Pacific
ARRC	Allied Rapid Reaction Corps (NATO)
ARS	Air Reserve Station
AS	Air Station
ASD(ISA)	The Assistant Secretary of Defense for International Security Affairs
ASECNA	Agency for Safety of Air Navigation (in Africa and Madagascar)
AT/FP	Antiterrorism/Force Protection
ATC	Air Traffic Control
ATCC	Air Traffic Control Center

<u>Abbreviation or Acronym</u>	<u>Meaning</u>
ATO	Antiterrorism Officer; air tasking order
AUTODIN	Automated Digital Network
AVGAS	Aviation Gasoline
AWS	Air Weather Service
BIOT	British Indian Ocean Territory
CA	Consular Affairs
CAA	Civil Aviation Authority
CAC	Common Access Card
CBP	Customs and Border Protection
CDC	Centers for Disease Control and Prevention
CDR	Commander
CDRUSCENTCOM	Commander, United States Central Command
CDRUSEUCOM	Commander, United States European Command
CDRUSNORTHCOM	Commander, United States Northern Command
CDRUSPACOM	Commander, United States Pacific Command
CDRUSSOCOM	Commander, United States Special Operation Command
CDRUSSOUTHCOM	Commander, United States Southern Command
CFE	Conventional Armed Forces in Europe (Treaty)
CFMU	Central Flow Management Unit
CIS	Commonwealth of Independent States
CJCS	Chairman, Joint Chiefs of Staff
CJTF	Commander, Joint Task Force
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
COB	Close of Business; Collocated Operating Base
COCOM	Combatant Commander; Combatant Command
CODEL	Congressional Delegation
COM	Chief of Mission; command
COMUSMILGP	Commander, US Military Group
CONUS	Continental United States
CRS	Contingency Routing Scheme
CTUS	Customs Territory of the United States
DA	Department of the Army
DAF	Department of the Air Force
DATT	Defense Attaché
DCS	Deputy Chief of Staff
DDSP	Defense Developmental Sharing Program
DEA	Drug Enforcement Agency; Data Exchange Agreement
DECA	Defense and Economic Cooperation Agreement
DESC	Defense Energy Support Center
DFAS-CO	Defense Finance and Accounting Service-Columbus
DHS	Department of Homeland Security
DIA	Defense Intelligence Agency
DLA	Defense Logistics Agency

<u>Abbreviation or Acronym</u>	<u>Meaning</u>
DME	Distance Measuring Equipment
DMS	Defense Messaging System
DNS	Domain Name Service
DOB	Date of Birth
DoD	Department of Defense
DOS	Department of State
DPSA	Developmental Products Sharing Agreements
DSN	Defense Switched Network
DTG	Date-Time Group
DTS	Defense Travel System; Diplomatic Telecommunications Service
DV	Distinguished Visitor
EFTO	Encrypt(ed) For Transmission Only
EML	Environmental and Morale Leave
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETR	Eastern Test Range
EUROCONTROL	European Organization for the Safety of Air Navigation
FAA	Federal Aviation Administration
FAO	Foreign Area Officer
FBO	Fixed Base Operator
FCG	Foreign Clearance Guide
FCM	Foreign Clearance Manual
FCP	Foreign Clearance Program
FDA	Food and Drug Administration
FIR	Flight Information Region
FIS	Federal Inspection Services
FLIP	Flight Information Publication
FMF	Flight Monitoring Facility
FMS	Foreign Military Sales
FOUO	For Official Use Only
FPCON	Force Protection Condition
FPO	Fleet Post Office
FWD	Forward
GAT	General Air Traffic
GCCS	Global Command and Control System
GEOCOCOM	Geographic Combatant Command
HIV	Human Immunodeficiency Virus
HN	Host Nation
HNS	Host Nation Support
HRF	High Readiness Force
IAW	In Accordance With
ICAO	International Civil Aviation Organization
ICN	Interim Change Notice
IFPS	Integrated Initial Flight Plan Processing System

<u>Abbreviation or Acronym</u>	<u>Meaning</u>
IFR	Instrumental Flight Rules
IG	Inspector General
INF	Intermediate-Range Nuclear Forces (Treaty)
IASA	International Aviation Safety Assessments
JCS	Joint Chiefs of Staff
JFCOM	Joint Forces Command
JFTR	Joint Force Travel Regulation
JMOC	Joint Mobility Operations Center
JS	Joint Staff
JTF	Joint Task Force
JTF-FA	Joint Task Force - Full Accounting
JUSMAGTHAI	Joint US Military Assistance Group Thailand
KUSLO	Kenya US Liaison Office
MAAG	Military Assistance Advisory Group
MAJCOM	Major Command
MAP	Military Assistance Program
MEDEVAC	Medical Evacuation
ML	Mail List
MOU	Memorandum of Understanding
MTT	Military Training Team
NAS	Naval Air Station
NATO	North Atlantic Treaty Organization
NAVSUPPACT	Naval Support Activity
NAVSUPPFAC	Naval Support Facility
NET	Not Earlier Than
NIACT	Night Action
NIMA	National Imagery and Mapping Agency
NIPRnet	Unclassified but Sensitive Internet Protocol Router Network
NLT	Not Later Than
nm	Nautical Miles
NORAD	North American Aerospace Defense Command
NOTAM	Notice to Airman
NRDC	NATO Rapid Deployable Corps
NRF	NATO Response Force
NS	Naval Station
NSA	National Security Agency; North and South America
O&M	Operations and Maintenance
OAT	Operational Air Traffic
OCONUS	Outside the Continental United States
ODC	Office of Defense Cooperation
ODR	Office of Defense Representative
OMC	Office of Military Cooperation
OMS	Office Management Specialist (DoS)
OPNAVINST	Operational Naval Instruction

<u>Abbreviation or Acronym</u>	<u>Meaning</u>
OPSCO	Operations Coordinator
OS	Open Skies
OSD	Office of the Secretary of Defense
OSI	Office of Special Investigations
PA	Public Affairs
PACAF	Pacific Air Forces
PACE	Port & Airfield Collaborative Environment
PACFLT	Pacific Fleet
PCS	Permanent Change of Station
PD	Policy Directive
PEP	Personnel Exchange Program
PLA	Plain Language Address
POB	Place of Birth
POC	Point of Contact
POLMIL	Political-Military
PPR	Prior Permission Required
RON	Remain Overnight
RSO	Regional Security Office
SA	Security Assistance
SAR	Search and Rescue
SCO	Security Cooperation Organization
SDO/DATT	Senior Defense Official/Defense Attaché
SECDEF	Secretary of Defense
SECSTATE	Secretary of State
SES	Senior Executive Service
SHAPE	Supreme Headquarters Allied Powers Europe
SIPRnet	SECRET Internet Protocol Router Network
SOFA	Status of Forces Agreement
SSN	Social Security Number
STAFFDEL	Staff Delegation
STANAG	Standardization Agreement (NATO)
START	Strategic Arms Reduction Treaty
STC	SHAPE Technical Center
SWA	Southwest Asia
TAD	Temporary Assigned Duty
TCA	Terminal Control Area
TDY	Temporary Duty
TMO	Traffic Management Office
TOS	Traffic Orientation Scheme
TSA	Travel Security Advisory
US	United States
UEML	Unfunded Environmental Morale Leave
UN	United Nations
UNCLOS	United Nations Convention on the Law of the Sea

<u>Abbreviation or Acronym</u>	<u>Meaning</u>
USA	United States Army
USAF	United States Air Force
USAFE	United States Air Forces Europe
USAIRA	United States Air Attaché
USAREUR	United States Army Europe
USARMA	United States Army Attaché
USARSO	United States Army South
USCENTAF	United States Central Command Air Forces
USCENTCOM	United States Central Command
USCG	United States Coast Guard
USCS	United States Customs Service
USD(P)	Under Secretary of Defense for Policy
USDAO	United States Defense Attaché Office
USDELMC	United States Delegation to the NATO Military Committee
USDLO	United States Defense Liaison Office
USDP ADMIN	Under Secretary of Defense for Policy Administration
USDR	United States Defense Representative
USDRO	United States Defense Representative Office
USEUCOM	United States European Command
USJFCOM	United States Joint Forces Command
USMC	United States Marine Corps
USMILGP	United States Military Group
USMLO	United States Military Liaison Office
USMTM	United States Military Training Mission (Saudi Arabia)
USN	United States Navy
USNAVCENT	United States Naval Forces Central Command
USNAVEUR	United States Navy Europe
USNMR	United States National Military Representative (NATO)
USNORTHCOM	United States Northern Command
USPACOM	United States Pacific Command
USSOCOM	United States Special Operations Command
USSOUTHAF	United States Southern Air Force
USSOUTHCOM	United States Southern Command
USSTRATCOM	United States Strategic Command
USTRANSCOM	United States Transportation Command
VFR	Visual Flight Rules
WHO	World Health Organization
WHTI	Western Hemisphere Travel Initiative
WTD	Weapons Training Deployment

DEFINITIONS

TERMS AND DEFINITIONS

DL1.1. Advance Notice. Prior notice of intent to overfly or land in a foreign country.

DL1.2. Air Carrier. Commercial air carriers and commercial air operators that operate commercial fixed- and rotary-wing aircraft in accordance with the Federal Aviation Regulation, current edition. Commercial air carriers under contract with the Department of Defense, or operating on behalf of the Department of Defense, shall have Federal Aviation Administration (FAA) or Civil Aviation Authority (CAA) certificates, as appropriate, to engage in air transportation or provide operational support services. (Reference (c))

DL1.3. Aircraft Diplomatic Clearance. Permission by a foreign government for a United States aircraft to overfly or land in its territory. An aircraft diplomatic clearance permits the movement into or through the territory of a foreign country of military aircraft, cargo, equipment, and aircrew members performing aircrew duties only, including the related activities necessarily involved in such entry or transit, subject to whatever restrictions the clearance specifies. Acceptance of a flight plan and the issuance of a flight clearance by a foreign air traffic control (ATC) unit does not constitute official approval to enter the airspace of any country that requires either prior permission or aircraft diplomatic clearance.

DL1.4. Airport of Entry (AOE). An airport or military air base within the continental limits of the United States that is designated as an entry point from any foreign area and which has US border clearance facilities available. Also known as “Regular Airport of Entry.” (Reference (d), Part V) In the US, an airport where initial entry can be made without obtaining permission to land from US Customs.

DL1.5. Archipelagic Sea Lanes. Waters enclosed by the baselines drawn by an archipelagic nation. All aircraft, including military aircraft, have the right of archipelagic sea lane passage through air routes traversing the archipelagic waters and adjacent territorial sea of an archipelagic nation. Archipelagic sea lane air routes include all normal passage routes used for international navigation through or over archipelagic waters. Archipelagic nations may not legally require prior approval or notification for exercise of the right of archipelagic sea lane passage.

DL1.6. Blanket Clearance. Prearranged clearance for specified categories of flights or personnel travel, usually granted on a periodic basis for a specified purpose and/or period of time.

DL1.7. Border Clearance Facilities. United States or foreign government locations where federal agency authorities verify compliance with the laws and regulations of the host governments when cargo and passengers enter or exit their boundaries. Inspections may include customs, health, immunization, quarantine, and immigration requirements.

DL1.8. Close Hold. An administrative handling procedures term used to identify sensitive missions or travel itineraries for which the general release of destinations, names of travelers, or other details is restricted. Close hold information shall be released only to

appropriate officials, United States or foreign, and only as required to obtain diplomatic clearance, lodging, transportation, etc. Close Hold is not a security classification.

DL1.9. Contiguous Zone. 1. A maritime zone adjacent to the territorial sea that may not extend beyond 24 nautical miles (nms) from the baselines from which the breadth of the territorial sea is measured. Within the contiguous zone the coastal state may exercise the control necessary to prevent and punish any infringement of its customs, fiscal, immigration, and sanitary laws and regulations within its territory or territorial sea. In all other respects the contiguous zone is an area subject to high seas freedom of navigation, overflight, and related freedoms, such as the conduct of military exercises. 2. The zone of the ocean extending 2-12 nms from the US coastline.

DL1.10. Continental United States (CONUS). United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

DL1.11. Country Clearance. See “Personnel Clearance.”

DL1.12. Customs Inspection. Entry and exit customs inspection procedures based on the laws and regulations of the host government. DoD aircraft, and personnel, cargo and equipment that remain on board DoD aircraft are exempt from search or inspection by foreign authorities except by direction of the appropriate DoD Component headquarters or the US Embassy in the foreign country.

DL1.13. Deployment. The relocation of forces and material to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intertheater, and intratheater movement legs, staging, and holding areas.

DL1.14. Diplomatic Passport (Special Issuance/black). See “Passport.”

DL1.15. Distinguished Visitor (DV). For the purposes of the DoD FCM, a DV is a general or flag officer or a civilian of the Senior Executive Service (SES) or ranking at or above the SES level. US military O-6 grade is not considered a DV for special area clearance criteria by the Department of State or the Office of the Under Secretary of Defense for Policy (OUSD(P)) or for theater clearance by a geographic Combatant Command. Refer to DoD FCM country-specific entry requirements. Also see definition for “Senior Officials.”

DL1.16. Eligible Family Members. For purposes of obtaining a US Special Issuance (no-fee regular) blue passport, eligible family members are US citizens who are authorized official travel status (awaiting orders) to overseas countries requiring passports, in possession of a military or DoD civilian identification card or other acceptable documents in accordance with DOS Passport Agent’s Manual (Chapter 7), and who provide proof of US citizenship per DoD Passport Agent’s Manual (Chapter 3). Eligible family members include US citizen minors under the age of 13 where a parent, legal guardian or person in loco parentis provides proof of status. Alien family members are not eligible to obtain and use US passports. DOS makes final determination on the type of Special Issuance Passport to be issued for overseas assignments based on the DoD FCM individual country entry, traveler’s duty assignment, and destination shown on DD Form 1056, "Authorization to Apply for a Special Issuance Passport and/or Request for Visa," and official orders. (Reference (i))

DL1.17. FAA International Aviation Safety Assessments (IASA) Program. The FAA IASA program (Federal Register, Vol 65, No. 012, May 25, 2000) assesses the ability of a foreign country's Civil Aviation Authority (CAA) to adhere to international standards established by the United Nation's technical agency for aviation, the International Civil Aviation Organization (ICAO). The FAA established the following country ratings:

DL1.17.1. Category 1. Complies with ICAO standards. A country's CAA has been found to license and oversee air carriers in accordance with ICAO aviation safety standards.

DL1.17.2. Category 2. Does not comply with ICAO standards. A country's CAA does not meet ICAO standards for aviation oversight. Operations to the United States by a carrier from a Category 2 country are limited to those in effect at the time a country is classified as Category 2 and are subjected to heightened FAA surveillance. Expansion or changes in services to the United States are not permitted while a country is in Category 2 status unless the carrier arranges to have new services conducted by an air carrier from a Category 1 country. Category 2 countries that do not have operations to the United States at the time of the FAA assessment are not permitted to commence such operations unless the country arranges to have its flights conducted by an air carrier from a Category 1 country. Official travel should not be conducted on Category 2 airlines without waiver from the respective Component Command.

DL1.17.3. Non-rated. A country's CAA has not been assessed by the FAA.

DL1.18. Flight Information Region (FIR). An airspace of defined dimensions within which flight information service and alerting service are provided. (DoD, NATO) A FIR normally encompasses substantial areas of international airspace. A FIR does not reflect international borders or national airspace. The ICAO establishes FIRs in accordance with the Convention on International Civil Aviation. Civil aviation authorities of designated nations administer them pursuant to ICAO authority, rules, and procedures.

DL1.19. Force Protection Condition (FPCON). A DoD-approved system standardizing DoD's identification of and recommended prevention actions and responses to terrorist threats against US personnel and facilities. The system is the principal means for a commander to apply an operational decision on how to protect against terrorism and facilitates coordination among DoD Components and support for antiterrorism activities. (Reference (e))

DL1.19.1. FPCON ALPHA. Applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. The measures in this FPCON must be capable of being maintained indefinitely. (Reference (e))

DL1.19.2. FPCON BRAVO. Applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities. (Reference (e))

DL1.19.3. FPCON CHARLIE. Applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of measures in this FPCON for more than a short period probably will create hardship and affect the peacetime activities of the unit and its personnel. (Reference (e))

DL1.19.4. FPCON DELTA. Applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this FPCON is declared as a localized condition. (Reference (e))

DL1.20. Foreign Military Rights. A foreign government's approval for the United States to conduct operations or activities of longer duration than Foreign Operating Rights and of more permanent nature on its territory. Subject to government-to-government negotiations, foreign military rights permit the operation of US bases overseas, stationing of United States units overseas, and establishment of lines of communication.

DL1.21. Foreign Operating Rights. A foreign government's approval for the United States to conduct operations or activities of shorter duration than Foreign Military Rights in and over the foreign government's territory. Subject to restrictions imposed by the foreign government, foreign operating rights permit surveys, temporary support facilities, entry of personnel, and other related activities. A foreign operating right may permit entry into a foreign territory without a subsequent foreign clearance. If a foreign operating right only permits proposed activities in general, one or more foreign clearances may be needed to enter, transit, or exit the foreign country.

DL1.22. Foreign Representatives. Citizens or nationals of the United States acting as representatives, officials, agents, or employees of a foreign person, government, firm, corporation, or an international organization such as the North Atlantic Treaty Organization (NATO).

DL1.23. Freedom of Navigation Program. The US Government program designed to ensure that excessive coastal state claims over the world's oceans and airspace are repeatedly challenged. By diplomatic protests and operational assertions, the United States has insisted upon adherence by the nations of the world to the international law of the sea, as reflected in the 1982 United Nations Convention on the Law of the Sea (UNCLOS). The DoD FCG Classified Supplement contains information and procedures for implementing the Freedom of Navigation Program.

DL1.24. Health and Immunization Inspection. Public Health Service Form 731, "International Certificates of Vaccination," is used for international travel. US armed forces immunization requirements are based on decisions by the World Health Organization (WHO). Service requirements are stated in AR 40-562, CG COMDTINST M6230.4E, BUMEDINST 6230.15, and AFJI 48-110, "Immunization Requirements and Procedures." A foreign government may impose additional immunization requirements for entry to its territory.

DL1.25. Immigration Inspection. Requirements for immigration inspection are based on the laws and regulations of a country and/or on international agreements or arrangements.

DL1.26. Immunization. The process of rendering an individual immune to specific disease-causing agents. Immunization most frequently refers to the administration of a vaccine to stimulate the immune system to produce an immune response (i.e., active immunization). Immunization may require administration of multiple doses of vaccine over weeks to months. Passive immunization occurs with administration of antibodies to provide prompt but relatively short-term immunity (i.e., passive immunity). (Reference (f))

DL1.27. Incidental Travel. Travel for purposes other than in the discharge of US Government business. For the purposes of this document, incidental travel is conducted by DoD military and civilian personnel, and other DoD-sponsored travelers, who travel on other-than-official DoD business. Incidental travel occurs when the travel provides minimal, if any, programmatic value or improvement to the perceived quality, audience draw, or other aspect of the event or activity. Service members and their eligible family members stationed abroad and issued Special Issuance Passports may use these passports for incidental personal travel during the period of their overseas assignment. While outside the United States, Special Issuance Passports may be used for incidental personal travel between foreign destinations providing the foreign government concerned accepts Special Issuance Passports for personal travel. If the foreign government does not accept Special Issuance Passports for personal travel, travelers must obtain regular fee passports at their own expense.

DL1.28. International Agreement. Any agreement concluded with one or more foreign governments (including their agencies, instrumentalities, or political subdivisions) or with an international organization that is signed or agreed to (including oral agreement) by personnel of any DoD Component or by representatives of the Department of State or any department or agency of the US Government. An international agreement signifies the intention of its parties to be bound in international law. It is denominated as an international agreement or as a memorandum of understanding, memorandum of agreement, memorandum of arrangements, exchange of notes, exchange of letters, technical arrangement, protocol, note verbal, aide-memoire, agreed minute, contract, arrangement, statement of intent, letter of intent, statement of understanding or any other name connoting a similar legal consequence. (Reference (g))

DL1.29. International Airport. In the United States, any airport designated by the Secretary of the Treasury or the Commissioner of Customs as a port of entry for aircraft arriving in the United States from any place outside the United States and for the merchandise carried on such aircraft, by the Attorney General as a port of entry for aliens arriving on such aircraft, or by the Secretary of Health and Human Services as a place for quarantine.

DL1.30. International Airspace. All airspace seaward of coastal states' national airspace, including airspace over contiguous zones, exclusive economic zones, and the high seas. International Airspace is open to aircraft of all nations. Military aircraft may operate in such areas free of interference or control by the coastal state.

DL1.31. International Arrangement. An informal understanding or operating procedure between local US officials and local government officials in a foreign country.

DL1.32. International Straits. Overlapped by territorial seas, international straits connect one part of the high seas or an exclusive economic zone and another part of the high seas or an exclusive economic zone. All aircraft have the right to transit these international straits, provided the transit is continuous and expeditious. Coastal states may not legally require prior approval or notification for exercise of the right of transit through an international strait. As a matter of US policy, aircrews flying due regard shall not provide any prior notification to coastal states when exercising the right of transit. If flying in accordance with ICAO rules and procedures when exercising the right of transit, US aircrews may file an ICAO flight plan with coastal state CAAs. Whether flying due regard or ICAO rules and procedures, DoD aircrews and mission planners shall not obtain diplomatic clearance from a coastal state to transit an international strait.

DL1.33. Limited AOE (L-AOE). 1. A designated airport where initial entry can be made without permission to land from US Customs. Advance notice and approval is required from the point of contact (POC) listed for that airport. L-AOEs have special requirements and limited border-clearance authority. 2. A foreign clearance base within CONUS that is only designated for entry of aircraft operating under specific projects. Such aircraft are to receive US border clearance as provided for in the DoD FCM. (Reference (d), Part V)

DL1.34. Military Aircraft. Manned and unmanned aircraft, remotely piloted vehicles, and cruise missiles. (Reference (h))

DL1.35. Official Passport (Special Issuance/maroon). See “Passport.”

DL1.36. Official Travel. Authorized travel and assignment solely in connection with official business of the Department of Defense and the US Government at Government expense.

DL1.37. OCONUS. Areas outside the continental United States.

DL1.38. National Airspace. Airspace above territorial seas, internal waters, and land territory. Consistent with international law, the US Government recognizes territorial sea claims up to a maximum distance of 12 nms from coastal state baselines drawn in accordance with international law. Flights within a state's territorial airspace, including airspace above its territorial seas, require that state's consent except when aircraft are transiting international straits or exercising the right of passage through archipelagic sea lanes. Aircraft diplomatic clearance for overflight constitutes official permission (consent) to operate in sovereign airspace.

DL1.39. Passport. An internationally recognized travel document attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing government that officials of foreign governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection. (Reference (i)) A passport does not constitute authority to enter any country, but many countries have adopted procedures that permit a US citizen who presents a US passport to enter their territory without further documentation.

DL1.39.1. Special Issuance Passport. A passport issued to DoD personnel and their family members carrying out official duties. The Special Issuance Passport carries an endorsement that identifies the bearer as an agent of the US Government proceeding abroad on official travel. This endorsement is unique to Special Issuance Passports. Passports are provided by the Government at Government expense; hence, Special Issuance to the passport applicant. The types of Special Issuance Passports provided for official travel are: diplomatic (black), official (maroon), and no-fee regular (blue). Special Issuance Passports are normally valid for five years. (Reference (i)) Special Issuance Passports are for official use, but Service members and their eligible family members stationed abroad and issued Special Issuance Passports may use them for incidental personal travel during the period of their overseas assignment.

DL1.39.1.1. Diplomatic Passports (Special Issuance/black). Issued to US Government personnel traveling abroad on official diplomatic business. Eligible family members of such persons may also receive diplomatic passports. A diplomatic passport is issued based on duty assignment.

DL1.39.1.2. Official Passport (Special Issuance/maroon). Issued to officials and employees of the US Government traveling abroad in the course of their duties. They are issued, as required, to military members or DoD civilian personnel traveling overseas on temporary duty (TDY) or permanent change of station (PCS); to eligible family members of military personnel who require official passports for entry into a country where the Service member is assigned; and to eligible family members when authorized to accompany or join the official traveler.

DL1.39.1.3. No-Fee Regular Passport/blue. Issued to eligible family members of military personnel whose assignment does not warrant issuing a diplomatic or official passport. Passports of eligible family members are identified by an endorsement by the issuing agency, which usually appears on the last page of the passport document. These passports are also issued to non-appropriated fund employees.

DL1.39.1.4. Service Passport (Special Issuance/grey). Issued to eligible contractors on a limited basis in exceptional cases. Must be required by the contract or have proper justification when facing obstacles using regular fee passports in the performance of their duties. All service passport applications must be coordinated through Directorate of Executive Travel (DET) Passport Office at Fort Belvoir VA.

DL1.39.2. Tourist Passport (fee/blue). Issued for a fee to citizens or nationals of the United States who are traveling abroad for private business or personal reasons (e.g., on leave or as tourists) or individually-sponsored family members not authorized to use government transportation. For information on procedures to apply for a passport, refer to Reference (i).

DL1.40. Passport Card. The passport card is a more portable and less expensive alternative to the traditional passport book. It is a wallet size document that identifies the holder as a US citizen. It is used only for land and sea travel between, to, or from the United States, Canada, Mexico, the Caribbean, and Bermuda. It shall not be used for to travel by air or to travel outside the area mentioned above.

DL1.41. Personnel Clearance. Travel clearance for DoD personnel performing official temporary duty abroad, granted by appropriate country, Combatant Command, Department of Defense and Department of State authorities. There are three types of personnel clearances: Country, Theater, and Special Area (see individual definitions).

DL1.41.1. Country Clearance. Granted by a foreign government through a US Embassy for official travel to that country. The US Embassy Chief of Mission (COM) may delegate country clearance-granting authority for DoD personnel to the US Defense Attache Office (DAO) or another defense-related entity in country. Country clearance covers only the visit to the country specified and for the purpose requested. A country clearance requester may require confirmation in some cases, assume clearance in others, or not be required to complete a request for certain countries if the visit is only to US military facilities. See DoD FCG individual country entries for specific country clearance requirements.

DL1.41.2. Special Area Clearance. The required notification of or concurrence granted by Department of State and OUSD(P). Special area clearance requirements do not apply to: personnel in unified or overseas Service commands traveling to units of those commands, intra-theater troop movements, personnel deploying to support formally-approved exercises or deployments, or aircrew members who perform aircrew duties exclusively. (Reference (a)) Request Special Area clearance concurrently with Country and Theater Clearances, if required.

DL1.41.3. Theater Clearance. Granted by a geographic Combatant Command (or through a component commander or other delegated authority) for official travel to or within its geographic Combatant Command area of responsibility (AOR). Combatant Commanders may delegate theater clearance-granting authority to a component command or other designated authority within the Combatant Command.

DL1.42. Quarantine. A mechanism to restrict the movement of individuals for whom exposure, and not infection, is suspected or established. Quarantine has two goals: 1) preventing the spread of communicable disease to unaffected members of the population, and 2) ensuring that affected individuals most efficiently receive specialized attention and treatment. Authority to quarantine is based on the laws and regulations of a HN. Quarantine requirements and procedures may affect aircraft and personnel.

DL1.43. Rescue Mission. The use of aircraft, surface craft (land or water), submarines, specialized rescue teams, and equipment to search for and rescue personnel in distress on land or at sea.

DL1.44. Route and Flight Restrictions. Restrictions identified by an HN that may be an integral part of a diplomatic clearance or linked temporarily with aircraft diplomatic clearance requirements because of current political conditions. Restrictions may limit aircraft entrance when the mission originated in, passed through, or is en route to specific countries.

DL1.45. Senior Officials. US Government officials of the following types: Presidential appointees, military personnel of general or flag officer rank, civilian personnel of the Senior Executive Service (SES) or of equivalent or higher grade, and other personnel of equivalent rank traveling under US Government sponsorship. (Reference (a))

DL1.46. Site Survey. An authorized visit by an individual or a team to survey real property to determine the feasibility for conducting unit operations. Site surveys normally consist of informal or preliminary examinations, field investigations, and other related activities. Site surveys often precede foreign operating rights and foreign military rights.

DL1.47. Space Available (Space-A) Travel. The specific program of travel allowing authorized passengers to occupy DoD aircraft seats that are surplus after all space-required passengers and command sponsored dependents who are authorized environmental and morale leave (EML) have been accommodated. (Reference (j))

DL1.48. Special Areas. Overseas areas designated by the Department of State where restrictions on all DoD personnel travel or US Government senior official travel must be specifically approved by OUSD(P) and the Department of State. Table C3.T8 provides a list of countries designated special areas.

DL1.49. Special Area Clearance. See “Personnel Clearance.”

DL1.50. Status of Forces Agreement (SOFA). An agreement that defines the legal positions of a visiting military force deployed in the territory of a friendly state. Agreements delineating the status of visiting military forces may be bilateral or multilateral. Provisions pertaining to the status of visiting forces may be set forth in a separate agreement, or they may form a part of a more comprehensive agreement. These provisions describe how the authorities of a visiting force may control members of that force and the amenability of the force or its members to the local law or to the authority of local officials. To the extent that agreements delineate matters affecting the relations between a military force and civilian authorities and population, they may be considered as civil affairs agreements. (Reference (d)) Some SOFAs require US personnel to have a specific type of order or specific identification documents (see DoD FCG individual country entries for requirements).

DL1.51. Theater Clearance. See “Personnel Clearance.”

DL1.52. Transit Personnel. Individuals transiting a country en route to or from another country or location for official business (i.e., TDY, PCS, ship visits).

DL1.53. Uniform Restrictions. Specific uniform requirements designated by an HN or responsible US officials.

DL1.54. US Areas and Possessions Outside CONUS (OCONUS). Alaska, Hawaii and all US possessions and territories, including the US Virgin Islands, Puerto Rico, Guam, Midway Islands, Wake Island, American Samoa, Northern Marianas, etc.

DL1.55. Visa. A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time. (Reference (i)) The period for which visas remain valid varies for each country.

C1. CHAPTER 1

OVERVIEW

C1.1. PURPOSE

C1.1.1. This Manual implements Reference (a)¹ to provide efficient and effective implementation management of the DoD Foreign Clearance Program (FCP).

C1.1.2. This Manual establishes standards for requesting and approving DoD foreign clearance requests for aircraft diplomatic clearances and personnel travel clearances. The Foreign Clearance Manual (FCM) also provides information concerning coordinating Foreign Operating Rights requests for approval.

C1.2. APPLICABILITY

C1.2.1. Authority. The DoD FCG is directive on the Office of the Secretary of Defense (OSD), the Military Departments (including their Reserve and National Guard components performing national missions and serving under Title 10 or Title 32 orders), the Military Services, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Geographical Combatant Commands, the Defense Agencies, and DoD Field Activities. These entities are referred to collectively as "the DoD Components." The term "Military Service," as used herein, refers to the Army, the Navy, the Air Force, Marine Corps, and the Coast Guard under agreement with the Department of Homeland Security when it is not operating as a Service in the Navy.

C1.2.1.1. Supplementing Service publications include (but are not limited to): AFI 16-606,² "Department of Defense Foreign Clearance Program," 21 January 2011; AR 55-46,³ "Travel Overseas," 20 June 1994, and AR 600-8-10,⁴ "Leave and Passes," 15 February 2006; and OPNAVINST 3710.2E,⁵ "Foreign Clearance Procedures for US Navy Aircraft" (FOUO), 06 April 1984, and OPNAVINST 3128.9E,⁶ "Diplomatic Clearance for US Navy Marine Data Collection Activities in Foreign Jurisdictions," 27 September 2007; and, Commandant Instruction 5000.5 (series),⁷ "Foreign Travel, Passports and Visas," 12 August, 1997.

C1.2.2. When Foreign Permissions Are Required. US military aircraft, cargo, equipment, and DoD personnel and DoD-sponsored civilians entering a foreign nation to conduct US Government business shall have the approval of that nation's government.

¹ DoDD 4500.54E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450054E.pdf>.

² AFI 16-606 can be located at https://www.fcg.pentagon.mil/static/FCM_2017_01_afi16-606.pdf.

³ AR 55-46 can be located at https://www.fcg.pentagon.mil/static/FCM_2017_01_r55_46.pdf.

⁴ AR 600-8-10 can be located at https://www.fcg.pentagon.mil/static/FCM_2017_01_r600_8_10.pdf.

⁵ OPNAVINST 3710.2E is For Official Use Only but can be ordered at <http://doni.daps.dla.mil/OPNAV.aspx>.

⁶ OPNAVINST 3128.9E can be located at <http://doni.daps.dla.mil/allinstructions.aspx>. Once on this page, enter 3128.9E in the Advanced Search field and click the green arrow to display the results.

⁷ COMDTINST 5000.5 (series) can be located at <https://cg.portal.uscg.mil/library/directives/>.

C1.2.3. Aircraft Diplomatic Clearances. The DoD FCG applies to aircraft diplomatic clearance requirements for DoD and USCG aircraft movements to, from, or between foreign areas and foreign clearance procedures for the transportation of materiel aboard DoD aircraft. Provisions of the DoD FCG do not normally apply to civil air carriers even if civil air carriers are operating under DoD contract. Clearance requirements for civil carriers appear in the host nation's (HN) Aeronautical Information Publication (AIP) and are accessible in the International Flight Information Manual (IFIM) published by the Federal Aviation Administration (FAA).⁸

C1.2.4. Personnel Travel Clearances. The DoD FCG applies to:

C1.2.4.1. OSD, the Military Departments, the Military Services, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the combatant commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this directive as the "DoD Components").

C1.2.4.2. DoD personnel assigned to international staffs or organizations.

C1.2.4.3. Contractor personnel traveling under DoD sponsorship in support of a DoD contract are considered DoD-sponsored personnel for DoD FCG purposes.

C1.2.4.4. Non-DoD personnel traveling under DoD sponsorship, except for members and employees of Congress, who are governed by DODD 4515.12.

C1.2.4.5. Eligible family members travel under DoD sponsorship IAW Reference (j).

C1.2.4.6. PCS personnel do not normally require Country, Theater or Special Area clearance or an APACS request unless specifically required in the individual country pages, Section III-A.

C1.2.4.7. TDY personnel (transit locations only) normally do not require Country, Theater or Special Area clearance or an APACS request unless specifically required in the individual country pages, Section III-A.

C1.2.4.8. DoD aircrew members do not require Country, Theater or Special Area clearance when solely performing aircrew duties. However, passengers (i.e., not included in the aircrew orders) in the same aircraft, may be subject to Country, Theater or Special Area clearance, if required by Section III-A of the individual country entry.

C1.2.4.9. DoD Education Activity (DoDEA) and DoD Dependent School (DODDS):

C1.2.4.9.1. DoDEA or DoDDS students and Non-DoD personnel traveling in support of DoDEA/DoDDS school related activities are not required to complete the "MANDATORY PRE-TRAVEL TRAINING AND DOCUMENTATION" requirements

⁸ FAA IFIM can be located at http://www.faa.gov/air_traffic/publications/ifim/.

posted in the individual DoD FCG country pages. DoD personnel must ensure they receive and brief appropriate anti-terrorism and safety briefings to all travelers prior to travel.

C1.2.4.9.2. In addition to the mandatory pre-travel training and documentation requirements listed in the individual DoD FCG country pages, DoDEA personnel traveling or stationed outside the United States will ONLY complete the first page of the ISOPREP, blocks 1 - 38. DoDEA ISOPREPS will not be loaded into PRMS. Upon request, COCOMs can ask for a copy of the ISOPREP from the DoDEA Security Management Division headquarters or the regional Force Protection Officer.

C1.2.4.9.3. Dependents of DoDEA employees traveling on renewal agreement travel orders or educational orders are not required to complete the mandatory pre-travel training and documentation requirements listed in the individual DoD FCG country pages. DoDEA employees are highly encouraged to enroll their dependents in the DoS STEP when traveling on renewal agreement travel orders or educational orders.

C1.3. ACCESS AND DISTRIBUTION

C1.3.1. Web Access to the DoD FCG. DoD FCG users shall make their primary source for the document the version maintained in an up-to-date electronic version, known as the electronic Foreign Clearance Guide (eFCG). The eFCG is accessible on the Unclassified but Sensitive Internet Protocol Router Network (NIPRnet) and the SECRET Internet Protocol Router Network (SIPRnet).⁹

C1.3.1.1. The material that appears in the eFCG is official and authoritative.

C1.3.1.2. The website is .mil/.gov domain-restricted and for official US Government use only. Non-.mil/.gov domain users who require access to the site such as DoD employees, US military members, DoD contractors supporting DoD contracts, or for official DoD or US Government business may request a username and password at <https://www.fcg.pentagon.mil>.

C1.3.1.3. Users on the .mil or .gov domains who see the eFCG username and password prompt should contact their own network administrator to ensure the computer is configured to allow "Domain Name Service (DNS) reverse look-up."

C1.3.1.4. DoD activities and offices shall maintain access to the DoD FCG internet locations if they:

C1.3.1.4.1. Plan, clear, and/or process aircraft entering, overflying or landing in foreign nations and aircraft reentering the United States;

C1.3.1.4.2. Clear and/or process cargo for transport by DoD aircraft operating to, from or between foreign areas;

⁹ The eFCG can be located at <https://www.fcg.pentagon.mil> and <https://www.fcg.pentagon.smil.mil/index.html>.

C1.3.1.4.3. Brief, clear, and process personnel (including aircrews) for official travel to, from or between foreign areas or between US possessions and US - controlled or administered areas OCONUS.

C1.3.2. Classified Supplement. The DoD FCG classified supplement is only available on SIPRnet. The classified supplement is not available in printed format. Users that require a printed copy should print a copy from PDF. If printed, ensure proper storage and/or destruction of classified material is available for SECRET-level material.¹⁰

C1.4. USER GUIDANCE

C1.4.1. General. The DoD FCG is organized with individual country entries, a Foreign Clearance Manual with four chapters, and a classified supplement. Chapter 1 of the Foreign Clearance Manual describes the purpose and applicability of the document. Chapter 2 describes DoD Policy for aircraft and implementing procedures for obtaining DoD Aircraft Diplomatic Clearances, Airports of Entry (AOE) permission, and operations in international and host nation airspace. Chapter 3 describes DoD Policy for personnel and implementing procedures for obtaining DoD Personnel Travel Clearances and other requirements for foreign travel. Chapter 4 identifies US Government policy and implementing procedures for obtaining Foreign Operating Rights to accomplish DoD actions in foreign countries.

C1.4.2. Requirements. DoD FCG users shall understand general requirements outlined in Chapters 1-3 of the FCM prior to adhering to the information in applicable DoD FCG individual country entries.

C1.4.2.1. Individual country entries provide specific requirements concerning foreign clearance requests and additional information for each country.

C1.4.2.2. Each country entry is organized as follows:

C1.4.2.2.1. Section I lists the identification credentials (i.e., CAC card, passport, visa, etc.) required by US military members, DoD civilians, eligible family members, and other DoD-sponsored travelers must possess when entering a foreign country or possession on official and leave travel. Section I also lists other requirements and restrictions (i.e., immunizations, customs, uniform, dual nationality, etc.) the travelers needs to enter a foreign country or possession.

C1.4.2.2.2. Section II lists DoD aircraft diplomatic clearance requirements for DoD aircraft to over fly or land in a foreign country or possession. Section II also lists the blanket clearance numbers (when available), aircraft lead and validity times, and the format and process for requesting diplomatic clearances. It also lists the airports of entry, route, flight and other operational information or flight restrictions.

C1.4.2.2.3. Section III provides the personnel clearance requirements for DoD and DoD-sponsored personnel traveling on official US Government business. Section

¹⁰ The Classified Supplement of the DoD FCG is available at www.fcg.pentagon.smil.mil/classified-sup-warning.html.

III also lists the Combatant Commanders (COCOMs) mandatory security training requirements.

C1.4.2.2.4. Section IV provides the personnel clearance requirements for US military personnel traveling to a foreign country or possession in a leave status. It also encourages USG civilians and family members to follow the same procedures for force protection and accountability.

C1.4.2.2.5. Section V lists the requirements for ship port visits by US Navy, US Army and US Coast Guard.

C1.4.2.2.6. Section VI provides general travel information which includes DOS Travel Warnings and Travel Alerts, COCOM Advisories, US embassy contact information, time conversion, customs regulations, health precautions, currency information, clothing recommendations, accommodations and travel precautions.

C1.4.2.2.7. Section VII is designed for additional information (border crossings, exercises, customs, etc.) and is country specific.

C1.4.2.2.8. Appendix lists the definition and status of DoD commercial contract aircraft. It also lists the process and channels for DoD commercial aircraft to obtain permissions or permits to overfly or land in a foreign country or possession.

C1.4.3. DoD FCG Updates.

C1.4.3.1. The DoD Components responsible for establishing DoD FCG clearance requirements (i.e., Country, Theater (Combatant Command) and Special Area Clearance (OSD Travel) approvers for aircraft, personnel and maritime clearance requests), will report changes, additions, or deletions with applicable supporting documentation to the DoD FCP Executive Agent, HQ USAF/A10P via e-mail at DoD.FCP@us.af.mil, or when classified, usaf.fcg@mail.smil.mil.

C1.4.3.1.1. All updates/changes will follow the specific DoD FCG country page format/outline. When necessary, critical information may be placed as a “**Restriction**” (red text) or “**Note**” at the top of each entry and/or Section/Sub-section. Restrictions/Notes must be limited in number and length, and if applicable, must direct users to the appropriate Section/Sub-section. They should also link to supporting documentation within the DoD FCG website or source website url, as required.

C1.4.3.1.2. Provisional information in the DoD FCG, such as those having minor and short-lived impact on travelers (i.e., hotel information, basic travel instructions, etc.), should be minimal in order to reduce confusion and extraneous DoD FCG updates. This information should be disseminated directly to requesters, by APACS approvers, using the appropriate response (“Approved”, “Approved Restricted” or “Denied”) in the “Approver Comments” box within the APACS review process.

C1.4.3.1.3. Air navigation information (i.e., entry/exit FIR points, restricted air routes, etc.) should be included in the DoD FCG only when required to provide aircrews with, or emphasize the importance of, information which may have significant air navigation

or diplomatic effects. Additionally, air navigation information that is not otherwise published, or sufficiently updated in appropriate aviation publications, should also be included. When possible, components should include links to primary source documents to avoid duplication of, or contradiction to, like information. Similar to the provisional information process stated above, air navigation information should be disseminated directly to requesters, with the appropriate response (“Approved”, “Approved Restricted” or “Denied”), in the “Approver Comments” box within the APACS review process.

C1.4.3.1.4. All updates will be concise, and to the maximum extent possible, free of superfluous words/phrases.

C1.4.3.2. DoD FCG Update Request Process.

C1.4.3.2.1. For minor updates (e.g., one paragraph, phone numbers, e-mail addresses, etc.), e-mail the FCP, identifying the section and specific paragraph of the change, and the new information requested. Update requests must show what is currently in the DoD FCG and what it should be changed to. Utilize text edit tools (strikethrough, red font or yellow highlight) to identify the changes.

C1.4.3.2.2. For large changes (e.g., multiple sections/paragraphs, additions/deletions, etc.), go to the current DoD FCG country entry at <https://www.fcg.pentagon.mil/fcg.cfm>. Highlight the entire entry, or specific sections for update, by selecting all data (Ctrl+a) and copy (Ctrl+c), then paste (Ctrl+v) into a MS Word document. Save the document using the naming convention: “DoD FCG Update – Country/COCOM Name (Section #- description)”.

C1.4.3.2.2.1. MS Word “Track Changes” must be used for large updates/changes.

C1.4.3.2.3. Provide supporting documentation for all travel restrictions and/or necessary notes, including a statement, indicating with what offices the change request was coordinated with (e.g., SDO/DATT, SCO, ODC, MILGRP, JUSMAG, COM, COCOM, etc.). If a restriction derives from the host nation, provide supporting documentation, weblink, etc.

C1.4.3.2.4. Send UNCLASSIFIED update request documents to DoD FCP at DoD.FCP@us.af.mil and its CLASSIFIED variant to usaf.fcg@mail.smil.mil. The e-mail subject should follow this naming convention: “DoD FCG Update – Country/COCOM Name (Section # - description)”.

C1.4.3.2.5. Submitted requests will be reviewed and formatted by the DoD FCP policy team using the standard worldwide DoD FCG country format. If/when necessary, the policy team will reach out to the requesting party with questions and/or proposed edits to the original submission. The DoD FCP Chief is the final approval authority for publication.

C1.4.4. Releasability. The DoD FCG is approved for limited release and distribution. Because the information in the DoD FCG country entries is often based upon bilateral or multilateral arrangements made with representatives of HN's, the DoD FCG should not be distributed to foreign nationals or offices of other nations. Access to the DoD FCG should be controlled to prevent other governments from accessing or using the document.

C1.4.4.1. Overflight, landing and entry requirements contained in the DoD FCG are based on arrangements made with representatives of foreign governments exclusively for US state aircraft and DoD travelers and not for the aircraft or personnel of any other country.

C1.4.4.2. US Embassy representatives such as members of Defense Attaché Offices (DAOs), Security Cooperation Organizers (SCOs), or equivalent title may, at their discretion, share specific country entry information for their host country with appropriate officials of that country's government.

C1.4.4.3. Users shall consult the DoD FCG classified supplement for information concerning release of classified supplement information to foreign exchange officers.

C1.4.5. Privacy Act Statement. Reference (k)¹¹ provides guidance for when the Social Security Number (SSN) is used as a means to obtain positive identification for requesting/approving permission to visit an area OCONUS. The US official exercising approval authority may use the data as a basis for granting clearances. While disclosure of identifying information (including SSN) is voluntary, failure to provide such information may result in refusal of clearance for DoD official travel overseas.

C1.4.5.1. When required by travel clearance approvers, the traveler's Social Security Number (SSN) must be sent via separate encrypted correspondence and NOT/NOT included in the Aircraft and Personnel Automated Clearance System (APACS) travel clearance request. Per the APACS System of Record Notice (SORN) F011 AF A3 B), APACS is not an authorized repository for SSNs.

C1.5. The Aircraft and Personnel Automated Clearance System (APACS)

C1.5.1. General. APACS is a single-source, web-based tool that facilitates the creation, submission, coordination and notification of aircraft diplomatic and personnel travel clearances (Country, Theater, and Special Area). Because APACS is linked directly to the DoD FCG, users may complete pre-formatted electronic forms by pulling required format information directly from the DoD FCG. DoD FCG users shall use APACS to request and approve DoD aircraft and personnel clearance requests, when available.

C1.5.2. Access. DoD FCG users shall request an APACS account at <https://apacs.milcloud.mil/apacs> and <https://apacs.milcloud.smil.mil/apacs>. Follow the system directions to request an account.

C1.5.3. Training. DoD FCG users may complete training online at <https://apacs.milcloud.mil/apacs> and <https://apacs.milcloud.smil.mil/apacs>.

C1.5.4. Questions/Comments. DoD FCG users may refer questions or comments to the APACS administrator at usaf.apacs@mail.mil telephone at 703-676-9174. The APACS administrator is available Monday-Friday, 0800L-1700L Eastern time.

C1.6. CONTACT

¹¹ DoDD 5400.11 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/540011p.pdf>.

C1.6.1. To obtain clarification or interpretation or ICN message service or date-time group (DTG) for ICNs not received, or to report any required changes, additions or deletions to the DoD FCG, contact HQ USAF/A10P at:

C1.6.2. Mail: HQ USAF/A10P, 1488 Air Force Pentagon, Washington DC 20330-1480.

C1.6.3. Message: HQ USAF WASHINGTON DC//A10P//.

C1.6.4. Phone: 703-614-0130, 703-614-0225, or 703-614-0259 (DSN 224).

C1.6.5. E-mail: DoD.FCP@us.af.mil (unclassified); usaf.fcg@mail.smil.mil (classified).

C2. CHAPTER 2

AIRCRAFT

C2.1. DOD POLICY

C2.1.1. DoD Aircraft Operations in International Airspace. Reference (h)¹² outlines DoD policy for aircraft flying in international airspace.

C2.1.1.1. Freedom of Navigation. High seas freedom of navigation and overflight include the right of aircraft of all nations to use international airspace. Foreign national airspace extends to the outer limits of the territorial seas. Aircraft of all nations enjoy freedoms of overflight in the airspace above Exclusive Economic Zones of coastal states beyond the territorial seas. Aircraft of all nations also enjoy freedom of overflight through straits used for international navigation and through archipelagic sea lanes. Consistent with customary international law as reflected in the navigational provisions of the United Nations Convention on the Law of the Sea (UNCLOS), this freedom must be exercised with due regard for the safety of navigation of civil aircraft.¹³

C2.1.1.2. Due Regard. US military aircraft operate with due regard for the safety of civil air. When practical and compatible with the mission, US military aircraft operating in international airspace shall observe International Civil Aviation Organization (ICAO) flight procedures and reasonable warning procedures with regard to the military aircraft of all nations. (Reference (h))¹⁴

C2.1.1.3. Challenges to DoD Missions. Challenges to US military aircraft in international airspace may range from a person or organization requesting information from an aircrew in flight to an intercept or engagement by a foreign aircraft with a US military aircraft. If the authorities of a foreign nation challenge a US military aircraft operating in international airspace, or transiting an international strait or archipelagic sea lane, the aircrew should advise the authorities that they are operating in accordance with international law and continue on the planned route of flight. If intercepted in international waters, international straits, or archipelagic seas lanes, or responding to other challenges from authorities of a coastal or archipelagic state, operating procedures and rules of engagement prevail. Combatant Commanders must obtain Joint Staff approval before implementing mission-specific operating procedures. (Reference (h))¹⁵

C2.1.2. Operations in National Airspace. US military aircraft shall obtain aircraft diplomatic clearance to overfly or land in a foreign country from that country's government. Clearance shall be obtained through the appropriate US clearance authority, usually the USDAO or another office of the US Embassy or US Mission.

¹² DODI 4540.01 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/454001p.pdf>.

¹³ The UNCLOS can be located at http://www.jag.navy.mil/organization/code_10.htm.

¹⁴ DODI 4540.01 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/454001p.pdf>.

¹⁵ Ibid.

C2.1.3. Requirements for Host Nation Overflight Permission. US military aircraft, cargo, and equipment entering a foreign country to conduct US Government business must have the approval of the HN.

C2.1.3.1. DoD Component commanders or their delegated authorities are authorized to request DoD aircraft diplomatic clearances.

C2.1.3.2. Aircraft commanders en route have limited authority to report changes made necessary by emergencies, flight cancellations, or other contingencies. They are also authorized to request an extension of an aircraft diplomatic clearance.

C2.1.3.3. The DoD Component establishing the requirement for the mission shall provide sufficient information to allow compliance with foreign clearance requirements established by countries where overflight will occur.

C2.1.3.4. Tasked commands shall determine foreign clearance requirements by reviewing DoD FCG country entries and submit appropriate aircraft diplomatic clearance requests using the communication medium and format agreed with the approval authority.

C2.1.3.5. Aircraft diplomatic clearance requests that do not meet the specified lead time may be made in urgent scenarios like national emergency, medical evacuation, contingency or essential distinguished visitor (DV) travel.

C2.1.3.6. The provisions of the DoD FCG apply to DoD personnel who are US citizens. If a US military activity intends to use third-nation personnel as aircrew members for a mission that is covered by a blanket clearance or does not require diplomatic clearance, it must obtain approval from the US Embassy in each country where the aircrew will fly before undertaking the mission.

C2.1.4. Reporting Alleged Violations of Foreign National Airspace. Violations of foreign sovereignty result from unauthorized or improper entry or departure of military units, aircraft, or individuals. Violation of any provision of an international agreement or arrangement, or of a foreign clearance, is a violation of foreign sovereignty, which may or may not be declared a violation by the HN.

C2.1.5. Sovereignty of US Military Aircraft

C2.1.5.1. US military aircraft are sovereign instrumentalities. When they have received diplomatic clearance to land in foreign territory, it is US policy to assert that they are entitled to the same privileges and immunities customarily accorded warships.

C2.1.5.2. Privileges and immunities include, in the absence of stipulations to the contrary: exemption from duties and taxation; immunity from search, seizure, and inspections (including customs and safety inspections); and, any other exercise of jurisdiction by the HN over the aircraft or the personnel, equipment, or cargo on board.

C2.1.6. Customs and Border Clearance. Reference (l)¹⁶ outlines DoD policy on adherence to US Government customs and border clearance procedures.

C2.1.6.1. All US laws and regulations concerning customs, agricultural, and immigration border clearance requirements will be enforced without unnecessarily delaying the movement of DoD personnel and material.

C2.1.6.2. The Federal Inspections Services (FIS) shall have authority over DoD cargo and personnel moving into and out of the Customs Territory of the United States (CTUS). Their agents or inspectors may delay, impound, or otherwise prohibit the entry or export of military cargo into or from the CTUS without obstruction by the Department of Defense.

C2.1.6.3. Reference (d),¹⁷ Part V outlines DoD policy and procedures to assist and cooperate with US and foreign HN border clearance agencies in halting the flow of contraband both into the United States and foreign countries. The Department of Defense will enforce this policy when entry is through military channels and will cooperate with other federal agencies when enforcing US laws and regulations and complying with foreign requirements concerning customs, agriculture, immigration, and other border clearance requirements without unnecessarily delaying the movement of DoD personnel and material.

C2.1.7. Payment of Aviation-Related Fees. Secretary of State message, subject “*US Government Policy on Aviation-Related Fees*,” 011542Z Aug 07 (STATE 106799), outlines US Government policy on payment of aviation-related fees. Air navigation, landing, and parking fees are often imposed on commercial aircraft to raise revenue for the support of aircraft and navigation facilities. The general practice of states, however, is for governments not to impose such fees on state aircraft.¹⁸

C2.1.7.1. US policy, based on the unique status of state aircraft in international law as instruments of a sovereign and consistent with international custom and practice, is that flights of aircraft operated by sovereign states in or through another state will:

C2.1.7.1.1. Not be required to pay navigation or overflight fees;

C2.1.7.1.2. Not be required to pay landing or parking fees (or other use fees) at government airports;

C2.1.7.1.3. Pay reasonable charges for services requested and received, whether at governmental or non-governmental airports.

C2.1.7.1.3.1. For purpose of this policy only, the “reasonableness” of a charge for services is determined based on:

¹⁶ DODD 4500.09E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>.

¹⁷ DTR 4500.9-R can be located at <http://www.transcom.mil/dtr/part-i/>.

¹⁸ This message can be located by contacting DOS Office of Aviation Negotiations or HQ USAF/A10P at DoD.FCP@us.af.mil or usaf.fcg@mail.smil.mil.

C2.1.7.1.3.1.1. Whether or not it is consistent with prices charged to other users (general prevailing price);

C2.1.7.1.3.1.2. The total charge does not include excessive vendor administration fees or premiums.

C2.1.7.1.3.1.3. For example, agent fees or coordination fees equivalent to or greater than the cost of the service may be deemed excessive. Aircrews shall not pay for services that were not requested by the aircrew, or which were not received.

C2.1.7.2. Additionally, consistent with international custom and practice, flights of aircraft operated by sovereign states are not required to pay en route navigation fees or other charges imposed for transiting FIRs in international airspace.

C2.1.7.3. Implicit in this position is a willingness to pay landing and parking fees at non-government (i.e., commercial airports) if requested to do so.

C2.1.7.4. In many countries, bilateral agreements or other arrangements explicitly provide that US state aircraft will not be charged fees at either government or non-government airports. Aircraft landing in a country where such a bilateral or multilateral agreement exists will be governed by the terms of that agreement.

C2.1.7.5. The United States Government does not impose air navigation charges on foreign state aircraft visiting or transiting the United States. Foreign state aircraft are not charged landing and parking fees at US Government airports (e.g., military airports). The US federal government has no control over the fees charged at non-US Government (e.g., state or municipally-operated) airports, where foreign aircraft may be charged parking and landing fees.

C2.1.7.6. US Embassies and DoD representatives in US Embassies should reject billings for overflight and navigation fees for military and other US state aircraft operating in foreign national and international airspace. Billings for parking and landing fees assessed at government airports should also be rejected for military and other US state aircraft.

C2.1.8. DoD Commercial Contract Aircraft. Civil aircraft on a DoD contract flight normally remain non-scheduled civil aircraft and, as such, are subject to the legal regime of international civil aviation.

C2.1.8.1. Interim Foreign Clearance Program (FCP) Executive Agent (EA) guidance and recommended state aircraft designation procedures, validated by military Services' stakeholders. Codified references to date: [Secretary of State Cable 022631, USG Policy Regarding Status of DoD Commercial Contract Aircraft, March 10, 2010](#) and [USTRANSCOM Instruction 4300.08, Designation of Contracted Civil Aircraft as State Aircraft, 29 June 2020](#).

C2.1.8.1.1. Civil aircraft on a DoD contract flight do not acquire the status of a state aircraft unless a US Government official specifically designates that particular aircraft as a state aircraft.

C2.1.8.1.2. The US Government does not normally designate DoD contract commercial aircraft as state aircraft. Any designation of a civil aircraft as a state aircraft must be done in writing by a competent authority of the U.S. Government.

C2.1.8.1.3. Although many Status of Forces Agreements (SOFAs), base rights, and other agreements grant DoD contract commercial aircraft the same rights of access, exit, and freedom from landing fees and similar charges enjoyed by US military aircraft, SOFAs do not accord DoD contract aircraft the status of military aircraft or any other form of state aircraft. The fact that a host government may require DoD-contract aircraft to be diplomatically cleared or may choose to deem them military or state aircraft because of their mission does not confer on DoD contract commercial aircraft the status of a US state aircraft. Only US Government officials can designate a DoD contract aircraft as a state aircraft.

C2.1.8.1.4. US Embassies are responsible for ensuring that host governments understand that commercial aircraft under contract to DoD are normally civil aircraft and not military or other state aircraft unless designated as such by the US Government.

C2.1.8.1.5. DoD Component officials that have been authorized to approve state aircraft operations may delegate authority to plan, coordinate, and designate DoD-contracted state aircraft operations to responsible individuals in subordinate organizations that have authority over contracting, aircraft airworthiness, aircraft mishap investigation, operational mission tasking and execution, and maintenance/aircrew certifications for these contracted operations. However, authority to approve DoD-contracted civil aircraft as state aircraft may not be delegated below the DoD Component designated senior approving official. Authority to make individual flight notifications of planned state aircraft operations to the Federal Aviation Administration (FAA) and foreign Civil Aviation Authority (CAA) may be delegated to operational-level government or contractor personnel in accordance with supplementing DoD Component instructions and contract terms and conditions, but responsibility for policy compliance is an inherently governmental function that must be performed by government personnel as defined in supplementing Component instructions. Components will also develop and manage internal business processes to ensure understanding and compliance with policy guidance to include establishing the following minimum procedural requirements:

C2.1.8.1.5.1. DoD Component instructions to staffs and subordinate organizations responsible for state aircraft operations to inform them of policy requirements and procedures.

C2.1.8.1.5.2. Functional staff processes to confirm contracts, mission approval, and flight tasking authorizations comply with appropriate policy and legal requirements for planned operations and that required approvals are fully staffed and documented prior to designating DoD-contracted aircraft as state aircraft. These processes should address as a minimum whether the designating Component can assume airworthiness and safety responsibility; whether the planned operation will comply with this policy and applicable references; whether waivers, deviations or exceptions to CAA or acquisition regulations should be considered in lieu of state status; whether the activity might be an inherently governmental function or otherwise not consistent with United States Government

interests; and whether DoD owned and operated aircraft options should be considered as alternatives.

C2.1.8.1.5.3. Notification processes for designated state aircraft operations to advise the FCP EA, the FAA and appropriate foreign CAA of planned state aircraft operations. These processes should also include requirements that state aircraft status will not change to civil status in-flight, and the FAA and appropriate foreign CAA are notified when state aircraft operations for an aircraft are completed and the aircraft resumes civil aircraft status.

C2.1.8.1.5.4. Mission execution processes to ensure compliance with policy requirements and procedures and ensure incidents and deviations from approvals will be documented and reported to the DoD Component approval authority who will determine if notification of FCP EA, FAA, CAA, or other stakeholders is appropriate.

C2.2. IMPLEMENTATION GUIDANCE

C2.2.1. DoD Aircraft Operations in International Airspace. DoD Instruction C-2005.01 (Reference (m))¹⁹ describes in unclassified paragraphs that global mobility is essential for US national security and to allow US military forces to operate effectively. Although mobility hinges on the navigational rights and freedoms recognized in international law, preservation of these rights and freedoms depends largely on their continual exercise. Some coastal states continue to assert maritime claims inconsistent with international law. The United States shall not acquiesce in unilateral acts of other states designed to restrict the rights and freedoms of the international community in navigation, overflight, and other related high seas uses. The US Government will exercise US overflight rights in international airspace routinely and frequently.

C2.2.1.1. Freedom of Navigation. Flight operations in international airspace are exempt from diplomatic clearance requirements. Military aircraft transiting through a FIR without intending to penetrate foreign national airspace are not required to submit a request for aircraft diplomatic clearance. Military aircraft operating in international airspace, whether within or outside a FIR or ADIZ, or transiting over water through international straits or archipelagic sea lanes are not legally subject to the jurisdiction or control of the air traffic control (ATC) authorities of any foreign country.

C2.2.1.2. Due Regard. US military aircrews flying in international airspace shall exercise due regard for the safety of navigation of civil aircraft. The concept of due regard is an established aviation procedure and is internationally recognized.

C2.2.1.2.1. When an operational situation is not compatible with ICAO flight procedures, US military aircraft must follow the specific due regard flight rules prescribed in

¹⁹ DoD Instruction C-2005.01 can be obtained by contacting USD(P) 703-571-9255.

Reference (h),²⁰ Section E.3.b., and in DoD Flight Information Publications (FLIP) (Reference (n)),²¹ General Planning Chapter 7.

C2.2.1.2.2. US military aircrews flying due regard shall not provide prior notification to archipelagic states through the US Embassy or appropriate DoD delegates when exercising the right of archipelagic sea lane passage. If flying in accordance with ICAO rules and procedures when exercising the right of archipelagic sea lane passage, they may file an ICAO flight plan with archipelagic nation civil aviation authorities. However, whether flying due regard or ICAO rules and procedures, they shall not obtain diplomatic clearance from an archipelagic nation to transit archipelagic sea lanes.

C2.2.1.3. Challenges to DoD Missions in International Airspace. If the authorities of a coastal or archipelagic state challenge a US military aircraft operating in international airspace, transiting an international strait, or transiting archipelagic sea lanes, the aircrew should advise the authorities they are challenging a US military aircraft in international airspace. The aircrew shall declare that, in accordance with international law, the US military aircraft is operating in international airspace, and is exercising the right of transit passage of an international strait or exercising the right of archipelagic sea lane passage (as applicable). The aircrew should continue on the planned route of flight, considering that the aircraft commander always retains responsibility for the safe conduct of the flight. If forced to land, immediately contact the US Embassy for assistance. Submit a detailed report by letter or message (see format at Figure C2.F3) to the DoD Component where the aircraft or individual is assigned, with an information copy to the geographic Combatant Commander and to HQ USAF/A10P, and for AMC aircraft email: TACC.ja@scott.af.mil and TACC.TADIP@scott.af.mil.

C2.2.2. Operations in National Airspace. Each DoD FCG country entry identifies specific requirements for obtaining diplomatic clearance. Aircraft diplomatic clearance for missions involving contingency operations, exercises, bilateral cooperation, etc., may require more lead time than the country entry indicates. Provide as much lead time as possible.

C2.2.2.1. For more specific guidance, contact the US Embassy point of contact (POC) identified in DoD FCG individual country entry Section II.D or IV.B.

C2.2.2.2. DoD aircraft shall normally comply with all clearance requirements in the DoD FCG individual country entries and DoD FCG Classified Supplement before departing home station. For unavoidable last-minute changes, DoD installation operations offices en route may assist aircrews in obtaining further required clearance(s).

C2.2.2.3. Challenges to DoD Missions in National Airspace. If intercepted in the national airspace of a foreign country, the aircrew should comply with direction to depart

²⁰ DODI 4540.01 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/454001p.pdf>.

²¹ The DoD FLIP can be located at <https://extranet.nga.mil>. Users require a Public Key Infrastructure (PKI) certificate and additional access privileges granted by NGA. Registering for access requires the user to login using an existing valid Common Access Card (CAC) and pin. Fill out and submit the request form. Users are notified by e-mail when granted access. Send an e-mail to extranet@nga.mil for registration assistance. US military and DoD customers may contact NGA, Office of Military Support at 703-264-3003 from 0800-1600 EST Monday-Friday.

national airspace or comply with direction to land, provided landing can be accomplished safely (e.g., that there is a suitable airfield). Upon landing, immediately contact the US Embassy for assistance. See Figure C2.F3 for reporting format.

C2.2.3. Requirements for Host Nation Overflight Permission

C2.2.3.1. Aircraft Clearance Lead Time and Validity. The lead time is how much time a country takes to process a request for an aircraft clearance. Validity is the window of time for which an aircraft clearance is valid.

C2.2.3.1.1. Lead time varies by country. Each DoD FCG country entry specifies the lead time for that country. A request submitted outside of the lead time may not receive an aircraft diplomatic clearance in time for the intended flight.

C2.2.3.1.2. Validity time by country. If a DoD FCG country entry states that “Clearance valid for: +/-72 hours,” the aircraft may arrive up to 72 hours earlier or later than the time stated in the diplomatic clearance request.

C2.2.3.2. Route, Flight and Other Operational Information. DoD FCG individual country entries, Section II.E, provide route, flight, or other operational restrictions. Restrictions vary from country to country.

C2.2.3.3. Aircraft Clearance Requests and Required Lead-Times

C2.2.3.3.1. For countries without clearance lead-times published in the DoD FCG country entry, submit the clearance request as soon as possible to minimize the risk of denial by the host nation.

C2.2.3.3.2. For countries with clearance lead-times published in the DoD FCG country entry, make every effort to meet the required lead-times. Short notice requests run the risk being denied.

C2.2.3.3.3. All DoD aircraft clearance requests must be submitted via APACS, as per Section II.C. of the applicable country entry.

C2.2.3.3.4. All DoD commercial contract aircraft must submit permit requests via the DoD Commercial Contract Aircraft Appendix, accessible from the DoD FCG home page. Some host nations require clearances to be obtained through their civil aviation channels; others require these aircraft to submit permit requests via APACS.

C2.2.4. Reporting Alleged Violations of Foreign National Airspace. Two types of violations may occur when US military aircraft enter another nation’s airspace. US sovereign aircraft with approved diplomatic clearance may be challenged by a foreign nation and/or US sovereign aircraft without aircraft diplomatic clearance might accidentally, during an emergency, or for operational mission requirements violate the national airspace of a foreign nation.

C2.2.4.1. Report any alleged violation of foreign sovereignty involving unauthorized or improper entry or failure to comply with a specific provision of a foreign government in accordance with appropriate US Military Service directives.

C2.2.4.2. Report other alleged violations by message or letter to the DoD Component where the aircraft or individual is assigned, with an information copy to HQ USAF/A10P.

C2.2.4.3. Reporting a violation in accordance with the procedures above does not relieve the aircrew of the obligation to comply with all DoD Component directives that apply to the situation.

C2.2.5. Sovereignty of US Military Aircraft. DoD aircraft commanders must not authorize any exercise of jurisdiction by foreign authorities except by direction of the appropriate DoD component headquarters or the US Embassy.

C2.2.6. Customs and Border Clearance. DoD aircraft shall enter foreign countries only at Airports of Entry (AOEs) listed in the DoD FCG individual country entries, unless prior coordination has been made through the US Embassy. DoD aircraft shall not enter at any base not listed as an AOE for that country without confirmation of a diplomatic clearance stipulating otherwise even if the base is operated by the US Government.

C2.2.6.1. DoD FCG users shall review DoD FCG individual country entries, Section II.F, for foreign airports available for flights entering or leaving each country. Each DoD FCG individual country entry identifies the nearest major city (and island name, if on an island), airport name, ICAO location indicator, common/alternate name (if appropriate), and comments about the airport (if required). Section II.F may also provide information on airport operating hours, required documentation; arrangements for customs, immigration, and quarantine; and availability of aircraft repair, fuel, and other services.

C2.2.6.2. DoD aircraft shall depart foreign countries in accordance with the diplomatic clearance granted through the US Embassy.

C2.2.6.3. DoD aircraft shall enter US areas and possessions OCONUS only at airports listed in the DoD FCG, Section II.F, as US territorial entries, unless directed otherwise by appropriate DoD authority. DoD aircraft shall depart US areas and possessions OCONUS using normal operational clearance procedures.

C2.2.6.4. DoD aircraft shall enter CONUS only at authorized entry points identified in the DoD FCG United States of America entry Section VII.

C2.2.6.4.1. DoD aircraft flying directly from foreign countries may enter CONUS at listed DoD AOEs if the flight is authorized by local agreement with Customs and Border Protection (CBP) to enter the United States at the location or has been authorized by the DoD Component responsible for the mission to use the base even though the flight is not part of an authorized project, and the base commander has concurred. Other airports may not be used unless prior authorization is obtained from CBP, the installation commander and the DoD Component responsible for the mission.

C2.2.6.5. DoD aircraft departing CONUS on missions to foreign countries may use any DoD installation or civilian airport authorized by the DoD Component originating the mission. The DoD Component authorizing use of a civilian airport is responsible for

ensuring that DoD FCG requirements are met and that any costs associated with the use of a civil airport are paid.

C2.2.7. Inappropriate Charges. Aircrews shall not pay inappropriate charges, which include air navigation or overflight fees and landing or parking charges at any government airport. Pay landing and parking fees at non-government (i.e., commercial airports) if required. Pay reasonable charges for services requested and received, whether at governmental or non-governmental airports.

C2.2.7.1. Air navigation services (ANS) are generally provided by national ANS entities which are either privatized or government operated.

C2.2.7.2. EUROCONTROL. Aircraft transiting European airspace are charged by national ANS providers on a fee-for-service basis. The European Organization for the Safety of Air Navigation (EUROCONTROL) facilitates technical coordination between the national ANS providers and serves as their billing agent.

C2.2.7.3. ASECNA. The Agency for the Safety of Air Navigation in Africa and Madagascar (ASECNA) administers ANS services and facilities in 17 former Francophone countries in Africa.

C2.2.7.4. If asked to pay inappropriate charges, an aircrew shall complete the following guidelines:

C2.2.7.4.1. Advise local authorities at the airport that the charges are inappropriate and cannot be paid via any method.

C2.2.7.4.2. If cash payment is demanded, insist that the bill include a statement in English that cash was paid and the name of the person that received the payment.

C2.2.7.4.3. Contact USDAO personnel or other US Embassy officials for assistance, if possible.

C2.2.7.4.4. If there is any threat to detain a military or state aircraft, the aircrew should contact the US Embassy for urgent assistance in enforcing sovereign status of the aircraft, which is not subject to attachment and must not be detained. If assistance is unsuccessful or not available, and local authorities will not let the aircraft depart without payment, aircrew may weigh making “payment under protest.”

C2.2.7.4.4.1. Aircrew should obtain a fully itemized receipt or copy of the bill bearing the printed name and legible signature of the person accepting payment and note the amount paid. Verify the signer's identity by asking to see photo identification.

C2.2.7.4.4.2. Mark inappropriate charges on the receipt or bill as “INVALID FEES.”

C2.2.7.4.4.3. Annotate the receipt or bill with the remark “PAID UNDER PROTEST.”

C2.2.7.4.4.4. Submit the signed receipt or bill to the finance office at the aircrew's home station. Additionally, report the "PAID UNDER PROTEST" payment via email to the applicable in-country US Embassy POC requesting follow-up assistance with the dispute, with a courtesy copy to the DoD Foreign Clearance Program via (DoD.FCP@us.af.mil).

C2.2.7.5. Payment for Aviation Services. When paying reasonable charges for services requested and received, whether at governmental or non-governmental airports, use the Defense Logistics Agency – Energy (DLA-E) managed US Government Aviation Into-Plane Reimbursement Card (AIR Card®) or another approved form of payment, such as the Standard Form 44, or cash.

C2.2.7.5.1. It is appropriate to pay Value Added Taxes (VAT); General Services Tax (GST), and other sales or transactional taxes associated with aircraft services or consumables requested and received. It is not appropriate to pay taxes associated with charges for navigation/overflight or landing/parking fees at government airfields.

C2.2.7.5.2. Unit mission planners and/or aircrews should refer to the AIR Card® System website (<https://aircardsys.com/>). Click "I agree" with the "Usage Alert" statement, then click on the "FBO Locator" menu on the upper right-hand side of the webpage) for available fuel contract merchants who accept the AIR Card for fuel and/or ground services. Every effort will be made to purchase fuel from the designated contract merchants. Any local merchant that accepts the AIR Card may be used for ground-handling services.

C2.2.7.5.3. Aircrews experiencing long delays for ground services and/or fuel delivery negatively affecting the mission and/or unsatisfactory service from any merchant, should report each occurrence to Customer-Support@aircardsys.com as well as to aircard@dla.mil. For immediate assistance while on the ground, call the 24-hour phone number 1-866-308- 3811.

C2.2.8. DoD Commercial Contract Aircraft. Civil commercial aircraft flying DoD contract missions should use the aircraft clearance procedures for non-scheduled commercial aircraft set forth in the FAA IFIM²² and the HN AIP. Even if the host government requires the aircraft clearance process to be worked through an office of the US Embassy (i.e., Economics, USDAO, ODC/OMC, etc.), the commercial carrier is still responsible for obtaining its own clearance.

C2.2.9. Space-A Travel: If a specific overseas destination neither specifically permits nor prohibits "Space A" travel in the DoD FCG individual country entries, the aerial port (or the passenger processing organization) should contact the destination location to confirm customs and immigration capability and availability exists before manifesting any "Space A" passengers to that destination.

C2.2.10. Foreign Clearance-Related Responsibilities of DoD Component Commanders

²² FAA IFIM can be located at http://www.faa.gov/air_traffic/publications/ifim/.

C2.2.10.1. Aircrews shall be briefed on:

C2.2.10.1.1. Route of flight from the departure point to the first scheduled landing where briefing facilities are available, as well as to alternate landing point(s);

C2.2.10.1.2. ICAO rules and procedures for each jurisdiction through which the flight will transit;

C2.2.10.1.3. En route communications facilities and navigational aids;

C2.2.10.1.4. Special recognition signals or reporting points not covered in current ATC procedures;

C2.2.10.1.5. Unusual route restrictions, buffer zone procedures (if applicable), etc.;

C2.2.10.1.6. Restricted areas and specified or recommended air routes that may affect the mission;

C2.2.10.1.7. The requirement to process any violation of specified procedures in accordance with Service directives;

C2.2.10.1.8. Foreign border-clearance procedures and requirements (i.e., customs, health, immigration, immunization, quarantine, etc.) as well as US procedures and requirements;

C2.2.10.1.9. Security measures, if required;

C2.2.10.1.10. Any dress restrictions and command uniform requirements;

C2.2.10.1.11. Local restrictions or preferences regarding behavior, clothing, etc.

C2.2.10.2. Aircrew and passengers shall carry all required documents (i.e., orders, proof of personnel clearance, passports, visas, current immunization records, etc.).

C2.2.10.3. Military personnel shall carry or wear civilian clothing if the DoD individual country entry identifies restrictions on the wearing of uniforms.

C2.2.10.4. Cargo aboard shall be properly cleared, manifested, and free of restrictions imposed by countries to be entered.

C2.2.10.5. The mission shall be covered by official orders authorized by the appropriate authority. Commanders who have authority under existing regulations to place personnel on temporary duty OCONUS are considered appropriate authority for this purpose.

C2.2.10.6. All required aircraft diplomatic clearances and/or prior permissions required (PPR) shall be obtained.

C2.3. AIRCRAFT DIPLOMATIC CLEARANCE REQUEST PREPARATION

C2.3.1. General Information. The delegated authority for requesting an aircraft diplomatic clearance shall determine diplomatic clearance requirements by reviewing DoD FCG entries for each country, Section II, where overflight and access permissions are required. Use Figure C2.F1 for aircraft diplomatic clearance format and associated instructions.

C2.3.1.1. Initiate the request using standard aircraft diplomatic clearance request procedures or by using other communications medium and format agreed by the requesting and approval authorities. Refer to DoD FCG individual country entries, Sections II.C and II.D.

C2.3.1.2. Aircraft and aircrew clearance requests shall contain the information specified in the DoD FCG individual country entries, Sections II.D, and Figure C2.F1.

C2.3.1.3. Prepare cargo clearance requests according to Reference (d)²³ and Service directives (e.g., for USAF missions, use AFI 24-203,²⁴ “Preparation and Movement of Air Force Cargo”).

C2.3.2. EUCOM AOR. Aircraft do not require operational approval from Headquarters, United States Air Forces in Europe (HQ USAFE) to overfly or transit any country in the EUCOM area of responsibility (AOR) unless the mission is USAFE official business. See Table C3.T3 for a list of countries in the EUCOM AOR.

C2.3.2.1. All US military aircraft, with a Distinguished Visitor Code one through four, flying into the USEUCOM AOR shall provide an information copy with HQ USAFE Air Mobility Operations Command Center (AMOCC).²⁵

C2.3.2.2. NATO. NATO is an alliance of 28 countries from North America and Europe committed to fulfilling the goals of the North Atlantic Treaty signed on 4 April 1949. In accordance with the Treaty, the fundamental role of NATO is to safeguard the freedom and security of its member countries by political and military means. See DoD FCG individual country entries for requirements when flying to, from or between NATO countries. Table C2.T1 provides a list of NATO-member states and the year they joined NATO.

Table C2.T1. NATO Member States

Albania (2009)	Greece (1952)	Portugal (1949)
Belgium (1949)	Hungary (1999)	Romania (2004)
Bulgaria (2004)	Iceland (1949)	Slovakia (2004)
Canada (1949)	Italy (1949)	Slovenia (2004)
Croatia (2009)	Latvia (2004)	Spain (1982)
Czech Republic (1999)	Lithuania (2004)	Turkey (1952)

²³ DTR 4500.9-R can be located at <http://www.transcom.mil/dtr/part-i/>.

²⁴ AFI 24-203 can be located at http://static.e-publishing.af.mil/production/1/af_a4_7/publication/afi24-203/afi24-203.pdf.

²⁵ DCDR, HQ USEUCOM, memorandum, Subject: Interim Change Notice (ICN) to Europe Foreign Clearance Guide (FCG), 27 June 2003. HQ USEUCOM POC is located at DSN 314-430-5655.

Denmark (1949)	Luxembourg (1949)	United Kingdom (1949)
Estonia (2004)	Netherlands (1949)	United States (1949)
France (1949)	Norway (1949)	
Germany (1955)	Poland (1999)	

C2.3.2.3. Partnership for Peace (PfP). PfP countries are in the EUCOM AOR and area of interest. See DoD FCG individual country entries for requirements when flying to, from or between PfP members. Table C2.T2 provides a list of PfP-members and the year they joined the PfP.

Table C2.T2. PfP Members

Armenia (1994)	Malta (2008)
Austria (1995)	Moldova (1994)
Azerbaijan (1994)	Montenegro (2006)
Belarus (1995)	Russia (1994)
Bosnia and Herzegovina (2006)	Serbia (2006)
Finland (1994)	Sweden (1994)
Georgia (1994)	Switzerland (1996)
Ireland (1999)	Tajikistan (2002)
Kazakhstan (1994)	Turkmenistan (1994)
Kyrgyzstan (1994)	Ukraine (1994)
Macedonia (1995)	Uzbekistan (1994)

C2.3.2.4. Special Flight Plan Requirements for Europe's Integrated Initial Flight Plan Processing System (IFPS) Zone.²⁶ All aircraft flying into, out of, or transiting Europe within the General Air Traffic (GAT) civil aviation system shall file an ICAO flight plan with the IFPS managed by EUROCONTROL Central Flow Management Unit (CFMU). The IFPS is the only channel for distributing IFR/GAT portions of flight plan information to ATC in the European countries of the IFPS Zone.

C2.3.2.4.1. Refer to the AIP and/or AIC each country entry for details on how to submit the ICAO flight plan. Aircrews shall ensure the ICAO flight plan is filed in accordance with current Traffic Orientation Scheme (TOS) and/or Contingency Routing Scheme (CRS) in each country's national AIP or AIC. Aircrews may file the ICAO flight plan at any time but must file it at least three hours prior to the flight. If the route specified in the aircraft diplomatic clearance route differs from that specified by the TOS or CRS, the TOS or CRS will normally prevail. Aircrews shall file the flight plan well in advance to give the CFMU time to resolve discrepancies.

C2.3.2.4.2. The ICAO flight plan and/or the DoD International Flight Plan (DD Form 1801) shall include either the diplomatic clearance number or some other

²⁶ The IFPS Zone includes Albania, Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, Macedonia, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Serbia and Montenegro, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, and the United Kingdom.

indication of approved diplomatic clearance in item 18. This requirement also applies to blanket clearances.

C2.3.3. PACOM AOR. DoD Component aircraft routine transitory operations do not require HQ USPACOM or US Pacific Air Force (PACAF) operational clearance. Deployment, augmentation, exchange of aircraft type, or increase in the number of aircraft shall adhere to USPACINST 0614.01, “US Pacific Command Travel Clearance Guide” 24 October 2004. See Table C3.T4 for a list of countries in the PACOM AOR.

C2.3.4. SOUTHCOM AOR. The SOUTHCOM AOR consists of Central and South America and the adjacent Pacific and Atlantic Oceans. Its boundary runs from Antarctica at 027° W, north to 18° N, west to 045° W, north to 20° N, west to 064° W, south to 17° N, west to 068° W, north to 21° N, west to 073° W, southwest to 19° N, 075° W, west to 079° W, north to 20° N, west to Mexico, and south from Mexico at 092° W to Antarctica. See Table C3.T6 for a list of countries in the SOUTHCOM AOR.

C2.3.4.1. DoD Components operating within the SOUTHCOM AOR shall send an information notification message to CDR SOUTHCOM MIAMI FL//SCJ324/SCJ331/SCJ4//. Send an information copy to the Senior Defense Official/Defense Attaché (SDO/DATT) in the appropriate US Embassy.

C2.3.4.2. All mobility aircraft OPCON/TACON to AFSOUTH will coordinate with AFSOUTH Air Mobility Division, Davis Monthan AFB, Arizona, for assistance with host-nation coordination. AFSOUTH Air Mobility Contact information is DSN 282-8742/8743, commercial 520-202-8742/8743, NIPRnet: 612aoc.amd.amct@dm.af.mil, SIPRnet: caoc.amd.amct@caoc.afsouth.southcom.smil.mil. All DoD aircraft operating in the SOUTHCOM AOR must comply with the flight scheduling, diplomatic clearance, mission execution, and post-execution procedures outlined in the Flight Information Publication, Area Planning North and South America (FLIP AP/1), Chapter 1, Route and Area Restrictions for the SOUTHCOM AOR.

C2.3.4.2.1. Aircrew will review the AFSOUTH SPINS (weekly, baseline, mission specific) and the air control order (ACO) for guidance and restricted operations areas. The AFSOUTH SPINS and ACO are located on SIPRnet: <https://intelshare.intelink.sgov.gov/sites/12af/612aoc/sitepages/home.aspx>. Direct questions to the 612AOC C2 Plans team at DSN: 312-282-8861; commercial: 520-202-8861, NIPRnet: 612aoc.cpd.c2plans@us.af.mil ; SIPRnet: 612aoc.cpd.c2plans@caoc.davismonthan.af.smil.mil and alternate ttc.612aoc.cpd.c2plans@ttc.davismonthan.af.smil.mil. Use both SIPRnet addresses when sending or replying.

C2.3.4.3. All of the DoD Components operating aircraft in the SOUTHCOM AOR shall comply with the flight scheduling, diplomatic clearance, mission execution, and post-execution procedures outlined in the FLIP, Area Planning North and South America

(FLIP AP/1) (Reference (n)),²⁷ Chapter 1, Route and Area Restrictions for the USSOUTHCOM AOR.

C2.3.5. NORTHCOM AOR. DoD Component aircraft routine transitory operations do not require HQ USNORTHCOM operational clearance. See Table C3.T7.

C2.3.6. AFRICOM AOR. DoD Component aircraft routine transitory operations do not require HQ US Africa Command AOR operational clearance. See Table C3.T8.

C2.4. REQUESTING AUTHORITY TO OPERATE AN AOE OR L-AOE

C2.4.1. Criteria. DoD Components may request authority to operate a CONUS AOE or L-AOE. Use DoD FCM Figure C2.F2 and the following criteria:

C2.4.1.1. Ensure that US border clearance facilities (customs, health, immunization, agriculture, immigration, etc.) are available before requesting authority to operate an AOE.

C2.4.1.2. Submit to HQ USAF/A10P through command channels a request to establish and operate an AOE or L-AOE at an installation within the DoD Component's command. Describe in detail the need for such authority and specify the period of time required.

C2.4.1.3. Establish a host-tenant agreement to use another DoD Component's installation as an AOE with other DoD Components concerned, if required.

C2.4.2. Verification Information. Requests to establish an AOE shall include information to verify that: 1) coordination with local CBP authorities is completed; 2) arrangements have been made for proper disposal of garbage; and 3) procedures are established to advise local CBP officials and/or Military Customs Inspectors—Excepted of aircraft Estimated Times of Arrival (ETAs), customs and immigration requirements, and whether aircraft have been pre-cleared.

C2.4.3. Notification. The DoD Executive Agent for the FCP (through HQ USAF/A10P) shall notify the requesting DoD Component of approval or disapproval to operate an AOE or L-AOE and update the DoD FCG.

²⁷ The DoD FLIP can be located at http://www.aviation.dla.mil/rmf/programs_flip.htm. Users require a Public Key Infrastructure (PKI) certificate and additional access privileges granted by NGA. Registering for access requires the user to login using an existing valid Common Access Card (CAC) and pin. Fill out and submit the request form. Users are notified by e-mail when granted access. Send an e-mail to extranet@nga.mil for registration assistance. US Military and DoD customers may contact NGA, Office of Military Support at 703-264-3003 from 0800-1600 EST Monday-Friday.

C2.F1. Aircraft Diplomatic Clearance Request Format

CLASSIFICATION//

(Use appropriate message classification level. If the Aircraft Diplomatic Clearance Request is classified, include paragraph markings and downgrade instructions according to Executive Order 12958. Mark classified paragraphs where content can be released to foreign nationals according to current security classification guidance marking instructions. If personal information is required for clearance approval, include the statement "Personal Data – Privacy Act of 1974.")

PRECEDENCE TO: ROUTINE

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: (Use originator's office symbol.)

FROM D/N:

SUBJECT: AIRCRAFT CLEARANCE REQUEST FOR [enter country or countries] (Indicate in title if request is outside of DoD FCM timelines.)

REF A: DOD 4500.54-M, DOD FOREIGN CLEARANCE MANUAL

1. AIRCRAFT INFORMATION:

A. TYPE OF AIRCRAFT: (Provide type of aircraft.)

B. TAIL NUMBERS AND CALL SIGNS: (Provide alternate tail numbers and call signs.)

C. MISSION NUMBER: (Provide mission number.)

D. PURPOSE OF FLIGHT: (Specify purpose of the mission. Be specific. "Official business" is not adequate.)

E. JUSTIFICATION FOR LATE REQUEST: (Provide justification if the request is not submitted with the DoD FCM country entry required lead-time.)

2. ITINERARY:

A. DEPARTURE: (Identify mission point of departure [name and ICAO indicator] and departure date and time in Greenwich Mean Time [Zulu].)

B. LOCATIONS EN ROUTE: (Identify each stop en route [name and ICAO indicator] and the date and time [Zulu] of arrival and departure at the stop.)

C. FINAL DESTINATION: (Identify final destination [name and ICAO indicator] and the arrival date and time [Zulu].)

3. CREW INFORMATION:

A. NUMBER OF CREW: (Provide number of aircrew members.)

B. NON-U.S. CREWMEMBERS: (Provide nationality of any non-U.S. aircrew member[s].)

4. CARGO AND PASSENGERS:

C2.F1. Aircraft Diplomatic Clearance Request Format (Continued)

- A. NUMBER OF PASSENGERS: (Indicate number of passengers.)
- B. DISTINGUISHED VISITORS: (Include name, rank, and title of distinguished visitors.)
- C. CARGO: (Provide general description of cargo.)
- 5. OTHER SUPPORT, FUNDING, AND POINT OF CONTACT:
 - A. FUEL SERVICES REQUIRED: (Describe fuel services required at each location.)
 - B. AIRCRAFT SERVICES REQUIRED: (Describe services required at each location.)
 - C. FUND CITE FOR AIRCRAFT SERVICES: (Provide fund cite for aircraft services.)
 - D. OTHER LOGISTICAL SUPPORT REQUIRED: (Specify other required logistical support [e.g., crew transportation, hotel rooms, meals, etc.]
 - E. FUND CITE FOR OTHER LOGISTICAL SUPPORT: (Provide fund cite for other logistical support.)
 - F. POC: (Provide point of contact information for this clearance request.)
 - (1) (Indicate name, rank or title, and organization.)
 - (2) (Provide phone and fax numbers [DSN and commercial].)
 - (3) (Provide email address.)
- 6. COUNTRY-SPECIFIC REQUIREMENTS: (Provide the name of each country the aircraft will transit, followed by additional information specified in DoD FCM individual country entries, Section II, para.D.2., in order of travel. The items listed below are examples of country-specific requirements.)
 - A. COUNTRY NAME: (Enter country name.)
 - (1) ROUTE OF FLIGHT:
 - (a) ENTRY POINT: (Provide entry point [name or coordinates] into national territory or FIR and the date and time [Zulu].)
 - (b) ROUTE WITHIN NATIONAL TERRITORY OR FIR: (Indicate route within national territory or FIR.)
 - (c) EXIT POINT: (Provide exit point [name or coordinates] from national territory or FIR and the date and time [Zulu].)
 - (2) (List any hazardous materials in classes 1.1, 1.2, 1.3, 1.4, 2.3, 6.1, 6.2, and 7, including the difference between gross weight and net explosive weight, if applicable.)

C2.F2. AOE or L-AOE Request Format

(This format shall be used for requesting Airport of Entry [AOE] or Limited Airport of Entry [L-AOE] be included in the DoD Foreign Clearance Manual.)

PRECEDENCE TO: ROUTINE

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: (Use originator's office symbol.)

FROM D/N:

SUBJECT: REQUEST FOR NOTIFICATION OF AIRPORT OF ENTRY STATUS FOR (Provide airport name [ICAO Identifier] and location [City, State].)

REF A: DOD 4500.54-M, DOD FOREIGN CLEARANCE MANUAL

- 1. CUSTOMS AND BORDER PROTECTION (CBP) AVAILABILITY: (Provide operating hours restrictions for customs clearance or state "Customs available whenever the airport is open." Provide lead-time notification requirements or Prior Permission Requirements [PPRs] for flights entering the U.S.)**

EXAMPLE: Customs Availability: Customs and Border Protection (CBP) services available during normal airport operating hours (0700L -2300L) 7 days per week with minimum 24 hour prior permission required (PPR) from base operations.

- 2. RESTRICTIONS AND/OR LIMITATIONS FOR CBP INSPECTIONS/CLEARANCES: (List restrictions or limitations imposed on using the airport for U.S. entry. Restrictions may include the number or status of passengers [e.g., no first time entrants to U.S., no non-U.S. passport holders, etc.], types of missions and who they support [e.g., such as only missions supporting units located at the base]. List any other special requirements for compliance. Note if flights are normally cleared by Military Customs Inspectors (MCI))**

EXAMPLE: Restrictions/Limitations for CBP inspections/clearances: CBP services available for ARC aircraft and emergency divert military aircraft from all areas. Prior permission is required from 439th OSS/OSA (base operations) a minimum of 24 hours prior to landing. Base operations will make special arrangements for CBP inspections for all military aircraft involved in military exercises or re-deployments transiting Westover ARB. Special arrangements require a minimum of 24 hour advance notification and coordination with the 439th AW/XP at DSN 589-3318. Limited passenger services available. Inbound space available passengers limited to 19, unless otherwise approved by the 439 OG/CC. Metal, glass and aluminum waste must be separated from other waste. All waste should be double bagged and sealed and may need to stay on board transient aircraft requiring permit to proceed for disposal at next approved disposal facility. Contact base operations two hours prior to landing via pilot to dispatch radio. Operating hours are 0700L-2300L seven days per week.

- 3. POINTS OF CONTACT:**

- A. UNIT/OFFICE SYMBOL: (List the POC's unit and office symbol that the mission planner or aircraft commander must contact for U.S. entry requirements, PPRs, or other lead-time notification.)**
- B. PHONE: (List POC commercial and (DSN) numbers.)**
- C. FAX: (List POC commercial and (DSN) fax numbers.)**
- D. EMAIL: (List an organization email address, if available. The DoD FCM will not publish personal email addresses unless no other method of contact is available.)**

C2.F3. Challenge to Authorized Mission Overflight Report Format

CLASSIFICATION//

(Use appropriate message classification level. If the Aircraft Diplomatic Clearance Request is classified, include paragraph markings and downgrade instructions according to Executive Order 12958. Mark classified paragraphs where content can be released to foreign nationals according to current security classification guidance marking instructions. If personal information is required for clearance approval, include the statement "Personal Data – Privacy Act of 1974.")

PRECEDENCE TO: ROUTINE (Regional Combatant Command)

PRECEDENCE CC: ROUTINE, HQ USAF/A5XP

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: (Use originator's office symbol.)

FROM D/N:

SUBJECT: CHALLENGE TO AUTHORIZED MISSION OVERFLIGHT BY (Insert name of country.)

REF A: DOD 4500.54-M, DOD FOREIGN CLEARANCE MANUAL

POC/(Name)/(Rank)/(Primary Phone)/(Location)/(classified e-mail address)

- 1. IAW REF A, FOLLOWING CHALLENGE REPORT IS SUBMITTED FOR (Insert name of country.)**
- 2. UNIT CONDUCTING THE MISSION: (Provide identity of the unit conducting the mission.)**
- 3. DESCRIPTION: (Enter a brief description of the challenging country's claim.)**
- 4. DATE OF CHALLENGE: (Provide proposed date of assertion.)**
- 5. TRACK POSITION REPORT: (Provide the following information in the track position report.)**
 - A. POINT: (Provide exit and entry point [name or coordinates] into national territory or FIR and the dates and times [Zulu].)**
 - B. REMARKS: (Include additional remarks, if any.)**
- 6. OTHER COMMENTS: (Include additional comments, if any.)**

DECLASSIFICATION// (Provide downgrading instructions)// (Include who classified the material)// (Provide declassification date)

C3. CHAPTER 3

PERSONNEL

C3.1. DOD POLICY

C3.1.1. General. Reference (a)²⁸ outlines DoD policy for DoD personnel travel. DoD travelers shall ensure that the number of visits and visitors to overseas areas shall be minimal and be made only when their purpose cannot be satisfied by other means. Visits shall be arranged with a minimum requirement on equipment, facilities, time and services of installations and personnel being visited. When practicable, trips to the same general area and in the same general period shall be consolidated.

C3.1.1.1. The DoD FCG and the FCM apply to DoD personnel and non-DoD personnel (including foreign nationals) traveling under DoD sponsorship. The traveler or the sponsoring authority is responsible for ensuring that traveler has all required travel clearances (Country, Theater, and/or Special Area) via APACS.

C3.1.1.2. The Secretary of the Air Force shall maintain a current, comprehensive DoD FCG for DoD travelers to overseas areas.

C3.1.1.3. Normally, Country, Theater and Special Area Clearances (and an APACS request) are not required for personnel in a deployment status (see Definitions, DL1.13). The traveler should be listed on the Time-Phased Force and Deployment List (TPFDL), and can verify this through their command (i.e., line number). Commanders and other unit personnel visiting deployed personnel require Country, Theater and Special Area Clearance (if required) and must submit an APACS request.

C3.1.1.4. Normally, transit of a country by travelers that do not exit the airport transit area (immigration control) do not require a passport or visa for that country. A confirmed onward ticket is required. However, some countries (i.e., Russia, China, etc.) require both a passport and a transit visa. Refer to the DoD FCG entry for each transit country to determine passport and visa requirements.

C3.1.2. Identification (ID) Credentials Required for Official Travel. Reference (i)²⁹ outlines policy for DoD passport and passport agent services and guidance on the preparation of required documents and DOS forms for the acquisition and control of Special Issuance Passports and/or visas necessary for official travel.

C3.1.2.1. US Special Issuance Passports are official documents of the US Government and remain at all times the property of the US Government. Passports shall be surrendered on-demand to an authorized representative of the US Government.

C3.1.2.2. The US Government shall provide Special Issuance Passports (and visas if necessary) to all DoD personnel and their family members who are eligible to obtain a Special

²⁸ DoDD 4500.54E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450054E.pdf>.

²⁹ DoD 1000.21-R can be located at <http://www.dtic.mil/whs/directives/corres/pdf/100021r.pdf>.

Issuance US Passport, and who are traveling outside the United States on official travel to a country requiring a Special Issuance Passport and visa.

C3.1.2.3. DoD passport services shall be made available to DoD personnel and eligible family members through the designation of DoD civilian and military personnel as DoD Passport Agents.

C3.1.3. Health and Immunization Requirements. Reference (f)³⁰ provides DoD policy on DoD traveler immunization requirements.

C3.1.3.1. DoD travelers shall follow the Centers for Disease Control and Prevention (CDC) and the Advisory Committee for Immunization Practices recommendations for immunization. DoD travelers may alter immunization requirements consistent with requirements and guidance of the Food and Drug Administration (FDA) and consideration for the unique needs of military settings and exposure risks.

C3.1.3.2. For military-specific vaccine preventable diseases and vaccine related activities, Military Services shall develop appropriate immunization procedures.

C3.1.3.3. Military personnel, civilian personnel, healthcare beneficiaries, and eligible contracted workers shall be advised of the availability and uses of immunizing agents for vaccine preventable diseases. They will be informed of the personal and collective (i.e., military or community) benefits, health risks, and proper use of any immunization.

C3.1.4. Customs and Border Clearance. Reference (l)³¹ provides DoD policy on customs and border clearance.

C3.1.4.1. The Federal Inspection Services (FIS) shall have authority over DoD cargo and personnel moving into and out of the Customs Territory of the United States (CTUS). FIS agents or inspectors may delay, impound, or otherwise prohibit the entry or export of military cargo into or from the CTUS without obstruction by the Department of Defense.

C3.1.5. Antiterrorism/Force Protection (AT/FP). DoD Directive 2000.12 (Reference (o))³² outlines DoD policy on AT/FP.

C3.1.5.1. Commanders at all levels have the responsibility and authority to enforce appropriate security measures to ensure the protection of DoD elements and personnel subject to their control and shall ensure the AT awareness and readiness of all DoD elements and personnel (including dependent family members) assigned or attached. Commanders shall ensure appropriate AT protection and readiness of DoD elements and personnel while pursuing mission accomplishment.

C3.1.5.2. The geographic Combatant Commander's AT policies take precedence over all AT policies or programs of any DoD Component operating or existing in that command's AOR except for those under the security responsibility of the Chief of Mission.

³⁰ DoDD 6205.02E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/620502p.pdf>.

³¹ DODD 4500.09E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>.

³² DoDD 2000.12 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200012p.pdf>.

Reference “Memorandum of Understanding between the Department of State and the Department of Defense on Security of DoD Elements and Personnel in Foreign Areas of December 16, 1997,”³³ and “Memorandum of Understanding between the Department of State and the Department of Defense on Security Support Abroad” (17 September 1990).³⁴ All DoD Personnel traveling into a Combatant Commander’s AOR will familiarize themselves with all AOR-specific AT policies and comply.

C3.1.5.3. All DoD military, DoD civilians, DoD dependent family members, and DoD-sponsored contractors shall comply with Country, Theater, and Special Area clearance requirements listed in this document before overseas travel.

C3.1.5.4. Contractors are required to contact the Combatant Command to obtain, and comply with, the specific AT guidance for that particular area. Commanders are required to offer AT training to contractors under the terms specified in the contract. Contractors working within a US military facility or in close proximity of US Forces shall receive incidentally the benefits of measures undertaken to protect US Forces.

C3.1.6. Use of Commercial Air Carriers. Reference (l)³⁵ and Reference (c)³⁶ outline DoD policy on the use of commercial air carriers when traveling to and from CONUS and during OCONUS travel.

C3.1.6.1. Members of the uniformed Services and DoD civilian employees are authorized to use foreign-flag airlines (if US -flag carriers are not available) and/or indirect routings to avoid high-threat areas and/or airports identified by the Defense Intelligence Agency (DIA). DoD personnel using foreign aircraft to avoid specific airports or routings shall disembark at the nearest practical interchange point and continue the journey on US -flag carrier service.

C3.1.6.2. Unless urgent circumstances prohibit, passengers shall be manifested on board all DoD owned, controlled, or chartered conveyances that support the Department of Defense. The procedures for detailed passenger manifesting are contained in Reference (d).³⁷

C3.1.6.3. Air carriers from FAA non-rated or FAA rated Category 1 countries (Federal Aviation Administration International Aviation Safety Assessment Program, Federal Register, Vol. 65, No. 102, 25 May 2000) may be used by DoD official travelers in accordance with travel policies contained in other DoD issuances, unless otherwise restricted by the Department of Defense.³⁸

C3.1.6.3.1. Air carriers from a Category 2 country are disapproved for use by DoD personnel for official business travel, except for flights directly to or from the US unless a

³³ MOU available via <http://www.state.gov/documents/organization/84388.pdf> (pages 42-49).

³⁴ MOU available via <http://www.state.gov/documents/organization/88398.pdf> (pages 21-34).

³⁵ DODD 4500.09E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450009p.pdf>.

³⁶ DoDD 4500.53 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450053p.pdf>.

³⁷ DoDD 4500.09E can be located at <http://www.dtic.mil/whs/directives/corres/dir.html>.

³⁸ Fed Reg, Vol. 65, No. 102, can be located at <http://www.faa.gov/about/initiatives/iasa/media/fedr-525.pdf>. Current IASA determinations for countries included in the IASA categorization system are available on the FAA website at <http://www.faa.gov/about/initiatives/iasa/>.

waiver is obtained from the Component Command. This prohibition does not apply to contractors or foreign nationals, nor does it apply to DoD personnel on leave travel. See definition of Category 2 countries in the definitions chapter of this document, and refer to DoD FCG individual country entries Section III.A for country-specific information.³⁹

C3.1.7. Operations Security (OPSEC). DoD Directive 5205.02 (Reference (p))⁴⁰ provides DoD policy on OPSEC during overseas travel.

C3.1.7.1. Extraordinary protection of DoD military operations and their attendant costs for maintaining essential secrecy through the OPSEC process are balanced against the potential loss to mission effectiveness.

C3.1.7.2. A necessary condition for maintaining essential secrecy is protection of classified and unclassified critical information ensuring that, besides the application of traditional security measures, the Department of Defense maintains a heightened awareness of potential threats of adversaries taking advantage of publicly available information and other detectable unclassified activities to derive indicators of US intentions, capabilities, operations, and activities. (Reference (p))⁴¹

C3.1.8. US Embassy DoD Contact. DoD Directive C-5105.32 (Reference (q)),⁴² DoD Directive 5132.3 (Reference (r)),⁴³ and DoD Directive 5105.75 (Reference (s)),⁴⁴ provide DoD policy on the roles of Defense Attaché and Security Coordination Organizers (DAOs/SCOs) at US Embassies. DAOs and SCOs normally process DoD personnel travel clearances, based upon the purpose of the request, the presence of DAO and SCO personnel, or US Ambassador direction. If a Senior Defense Official/Defense Attaché (SDO/DATT) is designated, that person shall act as the in-country focal point for planning, coordinating, and executing support to US Government officials for in-country US defense issues and activities that are not under the mission authority exercised by parent DoD Components. The SDO/DATT shall be the Chief of Mission's (COM) single point of contact for these purposes, to assist the COM in carrying out US Embassy responsibilities under Section 3927(a)(1) of 22 U.S.C.

C3.2. IMPLEMENTATION GUIDANCE

C3.2.1. General. All DoD personnel on official temporary duty travel overseas shall submit Country, Theater, and/or Special Area Clearance, as appropriate, to CONUS and/or overseas officials at least 30 days before departing from the DoD traveler's point of origin. Do not request any clearance with less lead time unless an exceptional situation provides proper justification. For emergency requests on shorter notice, include a complete justification of the visit for the recipient to consider in deciding whether to waive the requirement for 30-day advance notice. Consult DoD FCG individual country entries to determine which of these types

³⁹ Ibid.

⁴⁰ DoDD 5205.02E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/520502e.pdf>.

⁴¹ Ibid.

⁴² DoDD C-5105.32 can be located at <http://www.dtic.mil/whs/directives/corres/dir.html>. This classified Directive is not releasable to the public. Authorized users may contact the OPR, USD(I), at USDI.Pubs@osd.mil.

⁴³ DoDD 5132.03 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/513203p.pdf>.

⁴⁴ DoDI 5105.75 can be located at <http://www.dtic.mil/whs/directives/corres/dir.html>.

of clearances are required, if any. Report any rescheduling or cancellation of travel in a timely manner to all concerned.

C3.2.1.1. The Deputy Secretary of Defense has requested that official visits from CONUS to the USEUCOM and USCENTCOM AORs be kept to an absolute minimum involving only those with a significant mission that unquestionably requires face-to-face interaction and the smallest possible number of accompanying personnel. See Tables C3.T3 for a list of countries in the USEUCOM AOR and see Table C3.T5 for a list of countries in the USCENTCOM AOR.

C3.2.1.2. DoD and DoD-sponsored travelers shall notify Office of the Under Secretary of Defense for Policy (OUSD(P)) and the Department of State through OUSD(P) of proposed travel to countries not otherwise requiring DOS clearance or notification if the travel involves: 1) contacts or meetings with foreign government officials or industry representatives in which foreign policy will be discussed; 2) meetings with information media personnel in which matters affecting foreign policy will be discussed; and/or 3) briefings or logistical support from US Embassy or consular personnel.

C3.2.1.3. Personnel assigned to international staffs or organizations may require a Country clearance. Special Area Clearance is not required. (Reference (a))⁴⁵

C3.2.1.4. Requirements for country clearance may be modified or exempted by exercise operation orders, unit deployment orders, Combatant Command travel directives, or other authorized means.

C3.2.1.5. Refer to the DoD FCG individual country entries to determine if permanent change of station (PCS), transiting personnel (including contractors), or DoD travelers on leave require Country, Theater, and/or Special Area Clearance. PCS personnel and transit personnel do not require Country, Theater, and/or Special Area Clearance unless specifically required in the individual country pages, Section III, Para A-1.

C3.2.1.6. See DoD FCG individual country entries, Section IV, for Country and Theater specific leave requirements.

C3.2.2. Identification Credentials for Official Travel. DoD travelers shall provide the proper ID credentials (passport, visa, ID card, orders, etc.) to air carriers, airports, or other transportation authorities that process personnel through border clearance facilities.

C3.2.2.1. Passports and Visas. DoD travelers shall adhere to passport and visa requirements for each country where DoD personnel travel is conducted.

C3.2.2.1.1. DoD personnel shall travel on Special Issuance Official (maroon) Passports or on official orders with ID cards, as identified in DoD FCG country entries. Command-sponsored family members shall travel on the same type of passport as the military member. If the military member travels on ID card and movement orders, the Command-sponsored family member is issued a no-fee regular passport that bears an official endorsement.

⁴⁵ DoDD 4500.54E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450054E.pdf>.

Current no-fee regular passports have blue covers and additional features to thwart counterfeiting.

C3.2.2.1.2. DoD personnel and eligible family members traveling to or from high-risk countries by commercial air are authorized for security reasons (but are not required) to obtain and use regular-fee passports. DoD personnel and eligible family members who obtain regular-fee passports are responsible for obtaining all required visas. No blanket authorization to use regular-fee passports or to receive reimbursement exists. DoD personnel shall submit for reimbursement of passport or visa fees if justification meets JFTR U1410.A.3.b and JTR C1410.A.3.b requirements.⁴⁶ Prior to traveling, DoD personnel may obtain information from local personnel offices concerning individual country restrictions on the use of regular-fee passports. DoD personnel and eligible family members traveling solely by military air or AMC charter flights cannot obtain reimbursement for a regular-fee passport unless US Government transportation becomes available on short notice after commercial travel arrangements and a passport purchase has occurred or unless the priority of their travel is determined to require backup travel arrangements.⁴⁷

C3.2.2.1.3. The Department of State began issuing electronic passports (e-passports) to the public in August 2006.⁴⁸

C3.2.2.2. NATO Assignment. DoD military personnel assigned to a NATO Allied Rapid Reaction Corps (ARRC), a NATO Rapid Deployable Corps (NRDC), or the High Readiness Force (HRF) shall obtain their official passports prior to arrival. DoD military personnel assigned to a NATO unit other than the ARRC, an NRDC, or the HRF but not tagged to a NATO Response Force (NRF) position shall procure their passports upon arrival in theater. See Table C2.T1 for a list of NATO member states.

C3.2.2.2.1. US military personnel usually require NATO travel orders to travel to NATO countries for permanent change of station (PCS), temporary assigned duty (TAD) or temporary duty (TDY). However, some NATO countries allow US military personnel to enter on either NATO travel orders or service orders. The correct requirements for each country appear in subsection I.A. of each individual country entry.

C3.2.2.2.2. Transit of a NATO country by a US military member on TAD/TDY or PCS to a non-NATO country.

C3.2.2.2.2.1. Some NATO countries accept either NATO or Service travel orders. Host nation immigration authorities retain the right to ask for NATO travel orders at any time. Travelers transiting a NATO country should always carry NATO travel orders in case they are asked for them.

C3.2.2.2.2.2. NATO travel orders are required when transit involves a scheduled RON.

⁴⁶ The JFTR and JTR portal is located at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

⁴⁷ The DTR website is located at <http://www.defensetravel.dod.mil/>.

⁴⁸ Information on e-passports is located at <https://travel.state.gov/content/passports/en/passports.html>.

C3.2.2.2.2.3. NATO travel orders not required when transit involves change from one airplane to another airplane without passing through airport security and/or immigration control.

C3.2.2.2.2.4. NATO travel orders not required when transit involves change from one airplane to another airplane without passing through airport security and/or immigration control.

C3.2.2.2.2.5. NATO travel orders are highly recommended in case of airport/aircraft delays, inclement weather, etc. which requires travelers to RON.

C3.2.2.2.2.6. NATO travel orders are highly recommended in case of airport/aircraft delays, inclement weather, etc. which requires travelers to RON.

C3.2.2.3. Schengen Area. The Schengen Agreement came into force on 26 March, 1995. It is an agreement between several member states of the European Union (EU), to remove immigration controls for travel within their collective territories (see Table C3.T1 for a list of EU member states). This creates a “borderless” region, known as the “Schengen Area.” Entering one Schengen state gives free access to all others. Visas are not required for stays up to 90 days per six month period. The 90-day period begins when entering initial Schengen designated countries. See Table C3.T2 for a list of Schengen states.

Table C3.T1. Member States of the EU

Austria	Germany	Poland
Belgium	Greece	Portugal
Bulgaria	Hungary	Romania
Croatia	Ireland	Slovakia
Cyprus	Italy	Slovenia
Czech Republic	Latvia	Spain
Denmark	Lithuania	Sweden
Estonia	Luxembourg	United Kingdom
Finland	Malta	
France	Netherlands	

Table C3.T2. Active Schengen States

Austria	Greece	Netherlands
Belgium	Hungary	Norway
Czech Republic	Iceland	Poland
Denmark	Italy	Portugal

Estonia	Latvia	Slovakia
Finland	Liechtenstein	Slovenia
France	Lithuania	Spain
Germany	Luxembourg	Sweden
	Malta	Switzerland

C3.2.2.4. Western Hemisphere Travel Initiative (WHTI). US citizens and nonimmigrant aliens entering the US from within Western Hemisphere (Canada, Caribbean, Bermuda and Mexico) must present a WHTI compliant document to enter the US.

C3.2.2.4.1. AIR: US citizens and nonimmigrant aliens entering by air from Bermuda, Canada, Caribbean or Mexico must present a valid passport, NEXUS card (only if utilizing a NEXUS kiosk when departing from a designated Canadian airport), or Merchant Mariner Document (only for US citizens on official business). The NEXUS card is ONLY available for use at designated airports in Canada.

C3.2.2.4.1.1. Active-duty military personnel of the US Armed Forces, regardless of nationality are exempt from this requirement if traveling on official orders (PCS, TAD/TDY) or leave orders. DoD military personnel shall present their military ID card and orders. Active-duty military personnel on a weekend pass are NOT exempt and require a passport.

C3.2.2.4.1.2. DoD civilians, DoD sponsored contractors, or eligible family members of US military and DoD civilian personnel must present a valid passport. No exceptions, even if exiting or entering the United States through a US military base.

C3.2.2.4.2. Land or Sea: US citizens and nonimmigrant aliens entering the US by land or sea from within the Western Hemisphere must present a valid WHTI compliant document, such as a passport, passport card, Enhanced Driver's License, Trusted Traveler Card (NEXUS, SENTRI, Global Entry, or FAST), or US Merchant Mariner Document (only for US citizens on official business).

C3.2.2.4.2.1. Active-duty military personnel of the US Armed Forces, regardless of nationality, are exempt from this requirement if traveling on PCS, TAD/TDY orders, or leave orders. Active-duty military personnel on a weekend pass are NOT exempt and will require a passport book, passport card or other WHTI compliant document.

C3.2.2.4.2.2. DoD civilians, DoD sponsored contractors, or eligible family members of US military and DoD civilian personnel must present a valid passport book, passport card or other WHTI compliant document. No exceptions, even if exiting or entering the United States through a US military base.

C3.2.2.4.2.3. US citizens and US nationals who travel directly between parts of the United States, including Guam, Puerto Rico, the US Virgin Islands, American Samoa, Swains Island, and the Commonwealth of the Northern Mariana Islands, without touching at a foreign port or airport or location do not require a passport book or passport card.

C3.2.2.4.3. Passport Card. A passport card is used only for land and sea travel between, to, or from the United States, Canada, Mexico, the Caribbean, and Bermuda. It shall not be used for to travel by air or to travel outside the area mentioned above. See “Passport Card” in the Definitions Section of this Manual.

C3.2.2.5. Passport Eligibility. All passport, visa, and proof of citizenship requirements outlined in the DoD FCG for official travel apply specifically to US citizens unless otherwise specified in the DoD FCG individual country entries. The requirements may not apply to citizens of other countries or to citizens with dual US -foreign citizenship who choose to travel on a non- US passport.

C3.2.2.5.1. US citizens who are members of the US armed forces, civilian employees of the US Government, or eligible family members may receive a Special Issuance Passport for official travel to foreign countries that require a passport to enter.

C3.2.2.5.2. Non- US citizens are not eligible for US passports even if they are on active duty with the US Armed Services.

C3.2.2.5.3. Most DoD contractors are not eligible for Special Issuance Passports even for DoD-sponsored travel. DoD contractors travel on the same fee passports as tourists. DoD contractors shall obtain those passports from the Department of State at no cost to the US Government.

C3.2.2.6. Applying for a Visa. The DoD FCG entry for each country describes how to apply for a visa to visit the country and how long the visa remains valid. The information applies when the applicant obtains the visa from the country's embassy in Washington, DC. Embassies and consulates of the country in other locations may have different procedures and requirements. Submit the visa application with passport attached. The period of time the embassy requires to issue a visa does not begin until the embassy receives the application and passport.

C3.2.2.7. Other Identification. DoD travelers shall be prepared to prove both their citizenship and their identity. DoD travelers shall possess documentary evidence of US citizenship and personal identification when traveling OCONUS where a valid passport is not required. DoD travelers shall carry ID cards and orders during OCONUS travel. Proof of US citizenship includes a valid US passport, an expired US passport, a certified (original) birth certificate, a Certificate of Naturalization, a Certificate of Citizenship, or a Report of Birth Abroad of a Citizen of the United States. Voter registration cards, social security cards, driver's licenses, affidavits and other similar documents are not considered proof of citizenship. Proofs of identity include a valid driver's license or government identification card if the individual is identified by physical description or photograph.

C3.2.3. Health and Immunization Requirements. Determine and adhere to specific medical requirements identified in the DoD FCG individual country entries.

C3.2.3.1. US military personnel, DoD civilian personnel classified as emergency essential, contractor personnel providing mission essential services, and other personnel categorized as alert forces who are being assigned, deployed, on Temporary Assigned Duty (TAD) or temporary duty (TDY) for 15 or more consecutive days to a designated high threat area may require the anthrax and/or smallpox vaccinations prior to travel.

C3.2.3.2. Consult installation public health officers and/or multi-Service publications (e.g., AFI 48-110_IP, AR 40-562, BUMEDINST 6230.15B, or CG COMDTINST M6230.4G, “Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases,” 7 October 2013) for DoD immunization requirements.⁴⁹

C3.2.3.3. Obtain additional information from the CDC international travelers’ website at <http://www.cdc.gov/travel> or hotline at 888-232-3228, AUTOFAX at 888-232-3229.⁵⁰

C3.2.4. Customs Regulations. Adhere to requirements for immigration, customs or quarantine inspections listed in DoD FCG individual country entries.

C3.2.4.1. The Personal Property Consignment Instruction Guide - Online (PPCIG-OL) was implemented as a web-based application to manage the Consignment Instruction Guide process for the Department of Defense (DoD) transportation community. PPCIG-OL replaces the manual process for managing consignment instruction guide information. The web site is: <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/query/country.do>. The application is deployed in the Surface Deployment and Distribution Command (SDDC) production environment, and is available to authorized users. It interfaces with the Electronic Transportation Acquisition (ETA) system for user authentication and user profile information. It also interfaces with the Transportation Operational Personal Property Standard System (TOPS) Reference Tables for transmitting updated consignment information to the TOPS servers worldwide.

C3.2.5. AT/FP. Before traveling to or through any high-risk country, DoD travelers shall obtain an AT/FP briefing in accordance with Reference (e).⁵¹ Before entering the AOR, DoD travelers shall comply with the DoD FCG and with additional AT/FP requirements identified by the geographic Combatant Commander. After arrival, DoD travelers may obtain a briefing on the local situation from the security officer of the agency sponsoring the travel or receiving the support. DoD travelers shall refer to guidance in DoD O-2000.12-H (Reference (t)).⁵²

C3.2.5.1. DoD travelers with access to the Global Command and Control System (GCCS) may obtain classified country threat briefings from the Defense Intelligence Agency on Intelink and Intelink-S.

C3.2.5.2. AT/FP Training. Complete pre-deployment AT/FP training tailored to the threat level as assessed by Combatant Commanders in accordance with Reference (o)⁵³ and Reference (e).⁵⁴

C3.2.5.2.1. DoD personnel deploying to negligible and low terrorist threat areas shall complete Level I pre-deployment AT/FP training. Training shall include viewing a Service-

⁴⁹ AFI 48-110_IP, AR 40-562, BUMEDINST 6230.15B, or CG COMDTINST M6230.4G, “Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases,” 7 October 2013 can be located at https://www.fcg.pentagon.mil/static/FCM_2016_12_CIM_6230_4G.pdf.

⁵⁰ Additional information on vaccines is located at <http://www.health.mil/vaccines>.

⁵¹ DoDI 2000.16 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200016p.pdf>.

⁵² DoD O-2000.12H is a FOR OFFICIAL USE ONLY (FOUO) publication. Authorized users may contact the OPR: ASD(SOLIC), 703-693-0286.

⁵³ DoDD 2000.12 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200012p.pdf>.

⁵⁴ DoDI 2000.16 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200016p.pdf>.

selected personal awareness AT/FP video and reading Joint Staff Guide 5260, “Service Members Personal Protection Guide: A Self-Help Handbook to Combating Terrorism.” DoD travelers overseas shall carry the folding wallet card “Antiterrorism Individual Protective Measures” (OCJCS PC 5260).⁵⁵

C3.2.5.2.2. DoD personnel deploying to areas where the terrorist threat is medium or higher shall complete the pre-deployment training listed above. Also, geographic Combatant Commanders, or designated authority, shall provide additional information on protection measures for DoD personnel, individual protective measures, protection for family members, travel security, and an AOR-specific situation update.

C3.2.5.2.3. DoD travelers and DoD-sponsored personnel who cannot attend AT/FP training offered by a certified trainer may complete Level I Antiterrorism Awareness Training online via Joint Knowledge Online (JKO) <https://jkodirect.jten.mil>, Course # JS-US007-14. After completing the training, save or print a copy of the completion certificate.

C3.2.5.2.4. DoD Contractors. Commanders do not have the same legal responsibility for the security of DoD contractors as for the security of military forces or direct-hire employees. Contractors remain private US citizens. The Department of Defense assists the Department of State, where militarily feasible, to protect US citizens OCONUS. DoD contractors shall contact the appropriate Combatant Command to obtain specific AT guidance and comply with that guidance. Combatant Commanders shall offer AT training to contractors if specified in the contract. Per Reference (o),⁵⁶ contractors performing DoD contract requirements OCONUS shall:

C3.2.5.2.4.1. Affiliate with the Overseas Security Advisory Council (OSAC) if the contractors are US companies;

C3.2.5.2.4.2. Ensure that employees who are US citizens register with the US Embassy and advise employees who are third-country nationals to comply with the requirements of the embassy of their nationality;

C3.2.5.2.4.3. Provide AT awareness information to their employees before they travel OCONUS that is commensurate with the information the Department of Defense provides to DoD military and DoD civilian personnel and their eligible family members to the extent such information is available; and,

C3.2.5.2.4.4. Receive the most current AT guidance for their personnel and comply with country-specific travel clearance requirements, as appropriate.

Table C3.T3. Countries/Possessions in the EUCOM AOR

Albania	Germany	Montenegro
Andorra	Gibraltar	Netherlands
Armenia	Greece	Norway
Austria	Greenland	Poland

⁵⁵ CJCS handbook/wallet card can be located at http://www.dtic.mil/cjcs_directives/cjcs/handbooks.htm.

⁵⁶ DoDD 2000.12 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200012p.pdf>.

Azerbaijan	Hungary	Portugal
Belarus	Iceland	Romania
Belgium	Ireland	Russia (Western)
Bosnia and Herzegovina	Italy	San Marino
Bulgaria	Kosovo	Serbia
Croatia	Latvia	Slovakia
Cyprus/	Liechtenstein	Slovenia
RAF Akrotiri	Lithuania	Spain
Czech Republic	Luxembourg	Sweden
Denmark	Macedonia, Republic of	Switzerland
Estonia	Malta	Turkey
Finland	Moldova	Ukraine
France	Monaco	United Kingdom
Georgia	Monaco	Vatican City (Holy See)

C3.2.5.3. EUCOM AOR AT/FP Requirements. Before entering the EUCOM AOR, DoD and DoD-sponsored travelers shall comply with the DoD FCG country entry requirements. All DoD commands, agencies, activities, and Services shall ensure that all assigned or attached elements and personnel receive Level I antiterrorism individual awareness training and country-specific training prior to deployment or travel to the EUCOM AOR.⁵⁷ DoD personnel arriving in the EUCOM AOR without required AT-related training shall complete Level I AT and country-specific training at the earliest opportunity. All personnel shall complete Level I AT training annually. DoD personnel deploying to the EUCOM AOR should also receive a country-specific update within three months prior to travel. Briefing and training on country-specific threats and FPCON postures must be conducted by a certified Level II-trained antiterrorism officer (ATO). Country and/or theater clearance authorities should not grant travel authority to any personnel unless Level I AT and country-specific training is completed before departing home stations. The gaining command will, if requested, assist in providing country-specific AT information. See USEUCOM AT OPORD 03-11, “Antiterrorism,” 14 November 2003, for additional guidance.⁵⁸

C3.2.5.3.1. HQ EUCOM classifies all DoD and DoD-sponsored personnel traveling to the EUCOM AOR as either category “A” or “B.” Direct questions concerning travel categories to the HQ EUCOM Antiterrorism Division (ECJ34) at DSN 314-430-8167/8169 or by commercial phone at 0711-680-8167/8169 within Germany or 49-711-680-8167/8169 from outside Germany. Direct travel clearance questions to the HQ EUCOM Theater Clearance manager at DSN 314-537-3191 by commercial phone at 06111435-537-3191 within Germany or 49-6111435-537-3191 from outside Germany.

C3.2.5.3.2. Category “A” travelers are DoD military and civilian personnel deploying, mobilizing, or on TDY/TAD and their eligible family members, provided the DoD

⁵⁷ HQ USEUCOM classified and AOR-specific travel advisory information are located at <http://www.eucom.smil.mil/epoc/at/index.htm>.

⁵⁸ HQ USEUCOM pre-deployment AT/FP procedures are located at <http://www.eucom.smil.mil/epoc/at/Predeployment/predeployment.html>.

personnel are not traveling to support training mission exercises, deployments, or PCS. Category “A” generally includes personnel and family members traveling for short duration to attend scheduled conferences, meetings, and other routine functions or traveling on leave. As a minimum, DoD travelers shall complete Level I AT training in accordance with Reference (e)⁵⁹ guidance, Standards 22 and 23.

C3.2.5.3.3. Category “B” travelers are DoD military and civilian personnel deploying, mobilizing, or on TDY/TAD and, in some cases, their eligible family members traveling to support training missions, exercises, deployments, and or for PCS. In addition to Level I AT training, Category “B” travelers require training on: mine awareness (if applicable); recognizing and reporting improvised explosive devices (IEDs) that may be packages, baggage, or motor vehicles; medical threat, medical self-aid and buddy care; cultural aspects of the HN; and rules of engagement and/or the use of deadly force for personnel performing armed security duties.

C3.2.5.3.4. Individuals may require training in nuclear, biological, and chemical (NBC) defense survival skills as prescribed by Service directives.

C3.2.5.3.5. Deploying personnel may require assigned weapon(s) qualification in accordance with Service regulations. Authority to deploy with weapons and ammunition should be indicated in the exercise planning directive, the unit deployment order, or the augmentation tanker message.

C3.2.5.3.6. Deploying personnel must review and adhere to limitations with regard to weapons on commercial airlines and entry into foreign countries that are listed in the DoD FCG individual country entry limitations and restrictions. All personnel shall meet requirements in USEUCOM Directive 67-9, “Deployment Health Surveillance and Readiness,” 7 March 2003, and the preventive medicine guidance.⁶⁰

C3.2.5.4. PACOM AOR AT/FP Requirements. Before entering the PACOM AOR, DoD and DoD-sponsored travelers shall comply with the DoD FCG country entry requirements. Such requirements include: AT/FP training; a completed and approved AT plan;⁶¹ AOR specific updates; Survival, Evasion, Resistance, and Escape (SERE) Code of Conduct (CoC) level B training; an electronic Isolated Personnel Report (ISOPREP); and satisfaction of the buddy rule. Details regarding training requirements may be found in Section III.A of the DoD FCG country entries.⁶²

Table C3.T4. Countries/Possessions in the PACOM AOR

American Samoa	Kiribati	Palau
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⁵⁹ DoDI 2000.16 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200016p.pdf>.

⁶⁰ Guidance is located at <https://pubs1.eucom.mil/ED/67-68/ED67-9.pdf> and <http://phc.amedd.army.mil/topics/envirohealth/fpm/Pages/default.aspx>, respectively.

⁶¹ A sample AT plan is available on the NIPRnet at <https://iatp.pacom.mil> (Requires CAC) and on the SIPRnet at <https://psp-usa.hq.pacom.smil.smil/orgareas/j3/j34/j343/travel%20requirements/pages/default.aspx> (under “Travel Requirements.”)

⁶² HQ USPACOM AT/FP procedures and updates are located at <http://www2.hq.pacom.smil.mil/>. Select J3, then J34, then “J3J4 Travel Requirements.” This website is only available if accessed on USPACOM computers.

Antarctica	Korea, North	Papua New Guinea
Australia	Korea, Republic of	Philippines
Bangladesh	Kwajalein Atoll	Russia (Eastern)
Bhutan	Laos	Samoa
Brunei	Macau	Singapore
Burma (Myanmar)	Malaysia	Solomon Islands
Cambodia	Maldives	Sri Lanka
China	Marshall Islands	Taiwan
Cook Islands	Micronesia	Thailand
Diego Garcia	Midway Island	Timor-Leste
Fiji	Mongolia	Tonga
French Polynesia	Nauru	Tuvalu
Guam	Nepal	Vanuatu
Hong Kong	New Caledonia	Vietnam
India	New Zealand	Wake Island
Indonesia	Northern Marianas	
Japan	Northern Marianas	

C3.2.5.5. CENTCOM AOR AT/FP Requirements. Before entering the CENTCOM AOR, DoD and DoD-sponsored travelers shall comply with the DoD FCG country entry requirements. Before traveling to or through any high risk country in the CENTCOM AOR, DoD and DoD-sponsored travelers will obtain an AT/FP briefing on the threat and precautions to take to minimize vulnerability. After arrival, DoD and DoD-sponsored travelers may obtain a briefing on the local situation from the security officer of the agency sponsoring the travel or receiving the support. Procedures for dealing with specific threats against DoD personnel and eligible family members shall be in accord with Reference (e).⁶³

Table C3.T5. Countries in the CENTCOM AOR

Afghanistan	Kazakhstan	Saudi Arabia
Bahrain	Kuwait	Syria
Egypt	Kyrgyzstan	Tajikistan
Iran	Lebanon	Turkmenistan
Iraq	Oman	U.A.E.
Israel	Pakistan	Uzbekistan
Jordan	Qatar	Yemen

C3.2.5.6. SOUTHCOM AOR AT/FP Requirements. Before entering the SOUTHCOM AOR, DoD and DoD-sponsored travelers shall comply with the DoD FCG country entry requirements. Such requirements include: AT/FP training, personnel recovery (PR) training

⁶³ DoDI 2000.16 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200016p.pdf>.

and documentation, a completed ISOPREP, and human rights training. Details regarding training requirements may be found in Section III.C of the DoD FCG country entries.

Table C3.T6. Countries/Possessions in the SOUTHCOM AOR

Anguilla	Dominica	Montserrat
Antigua and Barbuda	Dominican Republic	Nicaragua
Argentina	Ecuador	Panama
Aruba	El Salvador	Paraguay
Barbados	French Guiana	Peru
Belize	French West Indies	St. Kitts and Nevis
BES Islands	Grenada	Saint Lucia
Bolivia	Guadeloupe	St. Maarten
Brazil	Guantanamo Bay	St. Vincent and the Grenadines
Cayman Islands	Guatemala	Suriname
Chile	Guyana	Trinidad and Tobago
Colombia	Haiti	Uruguay
Costa Rica	Honduras	Venezuela
Cuba	Jamaica	
Curacao	Martinique	

C3.2.5.7. NORTHCOM AOR AT/FP Requirements. Before entering the NORTHCOM AOR, DoD and DoD-sponsored travelers shall comply with the DoD FCG country entry requirements. HQ NORTHCOM pre-deployment AT/FP training requirements are determined by categories of travel. NORTHCOM classifies all travel into three categories: official travel (PCS, TDY/TAD, and deployments), unofficial individual travel (personal leave), and unofficial DoD-sponsored group travel. Address questions to the NORTHCOM Joint Operations Center Maritime Desk at DSN 692-2360, commercial 719-554-2360.⁶⁴

Table C3.T7. Countries/Possessions in the NORTHCOM AOR

Bahamas	Mexico	United States
Bermuda	Puerto Rico	US Virgin Islands
British Virgin Islands	St. Pierre and Miquelon	
Canada	Turks and Caicos Islands	

C3.2.5.7.1. Individuals traveling OCONUS in the NORTHCOM AOR for TDY/TAD or PCS shall obtain current AOR information for travel locations within three months

⁶⁴ Pre-deployment and force protection training requirements and the theater clearance approval report on the Global Command and Control System (GCCS) are available on the USNORTHCOM home page at <https://www.noradnorthcom.smil.mil/j3/j33> or <http://www.northcom.mil/>.

prior to travel. Several types of information may be included: FPCON,⁶⁵ threat assessment,⁶⁶ country profiles,⁶⁷ additional threat information,⁶⁸ TRANSCOM Port & Airfield Collaborative Environment (PACE) identification of vulnerabilities,⁶⁹ and country-specific information and Blue Line summaries of unevaluated intelligence.⁷⁰ Officials responsible for travelers who do not have a US Secret clearance or access to terrorism intelligence should seek assistance through their force protection chain of command.

C3.2.5.7.2. All DoD personnel traveling OCONUS in the NORTHCOM AOR shall complete Level I AT/FP training regardless of how long travel lasts. Theater clearance must include a statement that DoD personnel have completed the training requirements. Level I training for DoD and DoD-sponsored travelers (including family members 14 years and older) shall be completed in accordance with Reference (e),⁷¹ DoD Standard 25.⁷² The NORTHCOM Joint Operations Center provides Level I training for NORTHCOM personnel if the directorate of the individual or group does not have a qualified Level II ATO. Training shall be scheduled at least three weeks prior to travel.⁷³ DoD travelers may require additional training in AT awareness specific to travel locations.

C3.2.5.7.3. DoD personnel and their eligible family members shall comply with all Department of State and NORTHCOM prohibitions on travel. Commanders shall counsel military personnel prior to approving any leaves to areas in which a DOS Travel Alert or Travel Warning is in effect.⁷⁴ Commanders may disapprove travel of military personnel to any location.

C3.2.5.7.4. The first general or flag officer or SES (or equivalent) in the force protection chain of command of the sponsoring organization shall approve any conferences or similar gatherings in a foreign location or off of a secured DoD location in CONUS if the Terrorist Threat Level is significant or high. For example, a NORTHCOM component conference planned for a country or a location outside of a secured CONUS DoD location where the Terrorist Threat Level is significant or high requires general or flag officer approval. Prior to scheduling in another country or off of a secured DoD location within CONUS, the approver shall conduct an operational risk assessment, including coordination with the local ATO (if

⁶⁵ USNORTHCOM AOR FPCONs can be located at <https://www.noradnorthcom.smil.mil/j3/Operations/> (click on "FPCON Levels and National Alert Status" under "Key References").

⁶⁶ USNORTHCOM J2 country-specific threat assessments can be located at <https://www.noradnorthcom.smil.mil/j3/j33> and <http://www.northcom.mil/>.

⁶⁷ The Defense Intelligence Agency (DIA) current country profiles and threat assessments can be located at <http://www.dia.smil.mil/> (select "Combating Terrorism Knowledge Base (CTKB).") Then select the appropriate map location.

⁶⁸ USNORTHCOM J2 Intelligence Directorate's website can be located at <http://j2web.northcom.smil.mil/>.

⁶⁹ USTRANSCOM Port & Airfield Collaborative Environment (PACE) website is available through <http://www.transcom.smil.mil>.

⁷⁰ The AFOSI home page can be located via the Air Force Portal at <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s88B4F00B2D70DF4E012DBE0975FE0BAB>. Select the "Foreign Travel Training" link from the "Foreign Travel Resources" folder within the website.

⁷¹ DoDI 2000.16 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/200016p.pdf>.

⁷² Approved web-based training is available at via Joint Knowledge Online (JKO) <https://jkodirect.jten.mil>, Course # JS-US007-14.

⁷³ USNORTHCOM/J2 AOR threat updates are located at <https://www.noradnorthcom.smil.mil/CIFC/>.

⁷⁴ DOS Consular Travel Warning, Travel Alerts, and Country Specific Information are located at <https://travel.state.gov>.

applicable) or US Embassy Regional Security Officer. Commanders responsible for FP of the event shall approve them. Any disputes between the two approving authorities shall be resolved through the respective chains of command.

C3.2.5.8. AFRICOM AOR AT/FP Requirements. Before entering the AFRICOM AOR, DoD and DoD-sponsored travelers shall comply with the DoD FCG country entry requirements. Such requirements include: AT/FP training, personnel recovery (PR) training and documentation and a completed ISOPREP. Details regarding training requirements may be found in Section III.C of the DoD FCG country entries, and the AFRICOM Theater Clearance Coordination Center website is located at <http://www.africom.mil/staff-resources/travel-to-africa>.

C3.2.5.8.1. US Africa Command Instruction (ACI) 3200.ii (see below) Individual and Small Group Travel establishes the travel policies for personnel under the Force Protection (FP) responsibility of the AFRICOM Commander.

Enclosure C3.E1. ACI 3200-11 Individual and Small Group Travel dtd

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indicated in the Aircraft and Personnel Automated Clearance System (APACS) travel submission IAW guidelines published in the Foreign Clearance Guide (reference (b)).

(1) Command review and approval. Explicit review and approval of travel will be provided by the sending chain of command familiar with the traveler preparations to include the Force Protection Plan specific to the destination. The approval level is determined by the Force Protection Condition (FPCON) of the destination – FPCON CHARLIE or DELTA requires O-7 level or civilian equivalent (SES) approval, FPCON BRAVO or ALPHA requires O-6 level or civilian equivalent (GS-15) approval. Contractor personnel will use senior corporate management for this review of travel and indicate that the approver is designated by the company to approve at that level of risk.

(2) Two-person travel policy. No single DOD individual will be permitted to travel within the USAFRICOM AOR without at least one other U.S. Government (USG) employee. Individual DOD travelers may join up with other USG personnel already forward to meet this rule as long as the other person knows they are filling the role of the second person and understand the measures to take in an emergency, e.g., if the traveler becomes isolated. Personnel on leave must also meet the two-person rule. Family members or friends can satisfy this requirement in a similar fashion to the official traveler meeting someone in country. In both instances, the traveler's force protection plan should indicate who is fulfilling this second person role and that the party filling the role will be instructed on what to do in an emergency.

(3) Waivers to the two-person travel policy. Waivers may be granted by the approver of the travel and documented in the approval statement entered in APACS. In the event of a waiver situation, the relevant force protection plan should include mitigations to compensate for travel alone which the approver can weigh prior to granting the waiver.

b. This travel policy ensures the appropriate level of command acknowledges and accepts the identified risk associated with the travel. The intent of this ACI is not to restrict travel, but rather to ensure the application of risk management through the active participation of supervisors and leaders, and to ensure adequate preparation prior to travel in the USAFRICOM AOR to include measures to identify if personnel become isolated (via two-person rule or mitigations enabling waiver). Individual and small group travel plans shall be reviewed by unit leadership to ensure all travels to the USAFRICOM AOR is tailored to the destination, valid and consistent with AT/FP, force health protection, safety, mandated training and administrative requirements listed in the Foreign Clearance Guide (FCG) (reference (b)) for the specific country(ies) to be visited.

c. Force Protection Conditions for the USAFRICOM AOR are reviewed annually, approved by the CDRUSAFRICOM and the results are published in a USAFRICOM message and visible via <https://jramps.smil.mil> (Joint Risk Assessment Management Program or JRAMP).

d. Use of the Aircraft and Personnel Clearance System (APACS) is directed for all DOD travels to the USAFRICOM AOR (reference (b)).

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e. For countries which have no legal protections for U.S. forces or the existing agreements do not provide sufficient protection and U.S. forces are/may be subject to host nation jurisdiction for conduct and incidents whether in an official or unofficial capacity, all personnel deploying to the continent should seek the advice of their legal offices and follow the guidance given in references (b) and (g).

f. Travelers are encouraged to visit www.africa.mil/staff-resources/travel-to-africa and review and comply with the Combatant Commander's Theater Entry Requirements for travel to Africa.

5. DEFINITIONS.

a. Department of Defense (DOD) Personnel. Includes all Department of Defense Military Services, including active forces, reserve forces and their civilian employees.

b. Small Groups. Non unit level travel, usually on individual travel orders. May be from two to 50 or more personnel, depending on the type of mission or conference.

c. U.S. Government (USG). Includes any Executive, Judicial or Legislative Branch employee and US Citizen Contractors who provide direct services to the USG.

d. Force Protection Conditions (FPCON). A designation representing a degree of anti-USG terrorism present at any particular location or area. Rated from Normal to Delta, it aids a Commander in making force protection mitigations to an acceptable level of residual risk (reference (d)).

6. RESPONSIBILITIES. Commanders and Directors are responsible for their assigned and attached personnel. Designated DOD contractors will use their contract chain of command or pertinent corporate regulation. Failure to comply with this ACI may result in delay of mission, travelers being denied theater clearance or returned early for lack of compliance. Forward suggested improvements to HQ U.S. Africa Command, J34, e-mail address; AFRICOM-AT-XO@afcom.smil.mil.

7. APPLICATION.

a. USAFRICOM Staff. HQ U.S. Africa Command routing and approving officials for the DOD traveler will ensure that appropriate measures have been taken to identify and accept the risks associated with the travel. Approving officials shall include the below certification statement into the theater/country clearance APACS request (reference (b) and (c)) along with uploading the same statement into the substantiating records section of the Defense Travel System TDY request (reference (e)). An example of the certification statement is described in sub-paragraphs (1) and (2) below, as appropriate. An individual/small unit travel checklist has been added to the FCG pages, and may be used by USAFRICOM staff to aid in reviewing force protection for individual/small group travel plans.

(1) For travel to FPCON CHARLIE/DELTA countries, an example of this statement would be: "BG xxxxx has authorized and Colonel xxxxxx has reviewed and

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approved these travel plans." If the traveler will be traveling alone, the statement would also include "and the individual is authorized to travel alone." The statement should include the position, organization and contact information (preferably email) for the approver.

(2) For travel to FPCON BRAVO and below countries, an example of this statement would be; "Colonel xxxxx has reviewed and approved these travel plans." If the traveler will be traveling alone, the statement would also include "and the individual is authorized to travel alone." The statement should include the position, organization and contact information (preferably email) for the approver.

b. USAFRICOM Component Personnel. U.S. Africa Command Service Component Commands, Combined and/or Joint Task Forces, and Sub-Unified commands may develop or use existing individual/small group travel controls if consistent with guidance contained in this ACI. Components must ensure O-6 or civilian equivalent approval for travel to FPCON BRAVO and below countries and GO/FO or SES approval for FPCON CHARLIE and FPCON DELTA countries.

c. All Other DOD Travelers. For any non-Service aligned DOD personnel who do not fall under direct control of either para 5.a or 5.b above, the same guidelines, published in the FCG (reference (b)) apply. Command guidance is for all DOD personnel to have the travel preparations to include force protection plan and training certifications reviewed and approved at the O-6 commander/director level for FPCON BRAVO and below countries, and GO/FO or SES approval for FPCON CHARLIE/DELTA countries. Single travel must be explicitly authorized with mitigations included in a force protection plan which the sending organization maintains for one year.

8. SUMMARY OF CHANGES. Changes added under section 4 policy:

a. ACI Section 4 reorganized to clarify the policy contained therein: first, that command review and approval for travel is required and the level of approval is determined by the FPCON level of the destination; second, that a two-person rule applies; third, that waivers to the two-person rule can be granted by the travel approver and documented in the APACS submission.

b. The traveler's force protection plan should indicate who is fulfilling the second person role and that they will be instructed on what to do in an emergency.

c. In the event of waiver of the two-person rule, the relevant force protection plan should include mitigations to compensate for travel alone.

d. Web references to JRAMP and africom.mil were added.

9. RELEASABILITY. RESTRICTED. This Instruction is approved for restricted release. Authorized users may obtain copies on the appropriate U.S. Africa Command SJS network portal page.

September 24, 2021

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10. **EFFECTIVE DATE.** This instruction is effective on 4 September 2014.



David M. Rodriguez
General, U.S. Army
Commander, U.S. Africa Command

Enclosure:
A. References

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ENCLOSURE A

REFERENCES

- a. U.S. Africa Command Antiterrorism/Critical Infrastructure Protection (AT/CIP) OPORD 10-06
- b. DOD Foreign Clearance Guide
- c. ACM 3000.02A, Theater Clearance Procedures within U.S. Africa Command Area of Responsibility, 16 November 2011
- d. DODI 2000.16, DOD Antiterrorism (AT) Standards, 2 October 2006
- e. ACI 7300.01A, U.S. Africa Command Defense Travel System Policy, 9 January 2012
- f. Universal Force Protection MOA between DOD and DoS, 1997
- g. ACI 5800.08, Status of Forces Policies and Information, 2 August 2012

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Table C3.T8. Countries/Possessions in the AFRICOM AOR

Algeria	Gabon	Reunion
Angola	Gambia, The	Rwanda
Ascension Island	Ghana	Sao Tome and Principe
Benin	Guinea	Senegal
Botswana	Guinea-Bissau	Seychelles
Burkina Faso	Kenya	Sierra Leone
Burundi	Lesotho	Somalia
Cameroon	Liberia	South Africa
Cape Verde	Libya	South Sudan
Central African Republic	Madagascar	Sudan
Chad	Malawi	Swaziland
Comoros	Mali	Tanzania
Congo, Democratic Republic of the	Mauritania	Togo
Congo, Republic of	Mauritius	Tunisia
Cote D'Ivoire	Morocco	Uganda
Djibouti	Mozambique	Western Sahara
Equatorial Guinea	Namibia	Zambia
Eritrea	Niger	Zimbabwe
Ethiopia	Nigeria	

C3.2.6. Use of Commercial Air Carriers. DoD personnel and their eligible family members shall travel by military air or AMC charter to the maximum extent possible when DoD official business requires travel to or through high-risk countries. Military Services should identify international airlift requirements to AMC, which should give priority to travel to high-risk countries. Geographic Combatant Commanders should identify intra-theater airlift requirements to AMC through their USAF Service components.

C3.2.6.1. DoD travelers may use foreign-flag airlines and/or indirect routings to avoid DoD-designated FPCON countries if the commander of a geographic Combatant Command or his delegated authority determines that security conditions warrant the use of foreign-flag airlines and/or indirect routing. DoD travelers shall cite “57 C.G. 519 and 522, reference (1)” as justification for using a foreign-flag carrier; each travel voucher should include the same citation.⁷⁵ The citation does not authorize DoD travelers to disregard the Joint Force Travel Regulations (JFTR) requirement to use DoD-approved air carriers wherever available. DoD personnel shall disembark at the first interchange beyond the designated high-risk area and continue on a US -flag carrier.

C3.2.7. OPSEC. Mark DoD personnel travel clearance requests with appropriate classification and handling instructions.

C3.2.7.1. Marking Itineraries. Foreign travel itineraries for DoD civilian officials appointed by the President with the advice and consent of the Senate, members of the Joint Chiefs of Staff, the Chairman and Vice Chairman of the Joint Chiefs of Staff, and Military

⁷⁵ 57 C.G. 519 and 522 can be located at <http://archive.gao.gov/iglpdf42/106452.pdf>.

Service Chiefs and Vice Chiefs shall be classified confidential, with declassification upon trip completion. Only the composite itinerary containing the overall schedule, including arrival and departure times and places, is classified when associated with the DoD official's name and position. The necessary coordination and administrative arrangements to develop and execute elements of the itinerary may be handled on an unclassified basis. (Reference (a))⁷⁶

C3.2.7.2. DoD travelers shall identify unclassified portions of classified messages to facilitate processing the clearance through the host government. If the DoD FCG individual country entry requires information on the purpose of travel in the personnel clearance request and the purpose is classified, the unclassified portions of the request shall include enough information so that US Embassy officials can satisfy the requirements of the host government without revealing classified information. Do not use code or project names in the purpose of the visit unless US Embassy officials will know the meaning. Avoid DoD acronyms and operational terminology if the message is addressed to a US civilian diplomatic office.

C3.2.7.3. Commercial airline tickets and other travel-related documents should not bear any markings obviously denoting the traveler's affiliation with the US Government.

C3.2.7.4. Report Incidents. DoD personnel traveling OCONUS should immediately report to the nearest US security element any terrorist or criminal incidents, or civil disturbances that they witness or in which they become involved.

C3.2.7.5. Lower Profile. DoD personnel traveling OCONUS should consider the following measures to lower their symbolic profile for security reasons.

C3.2.7.5.1. Do not use a government-issued credit card that indicates US Government affiliation as well as the user's name. Use a name-only card with no US Government identifier.

C3.2.7.5.2. Avoid wearing military uniforms on commercial aircraft in high-threat areas or high-risk airports.

C3.2.7.5.3. Wear inconspicuous civilian clothing on commercial flights. DoD travelers on military aircraft may obtain authorization to wear civilian clothing if they are connecting to a commercial flight to or through a high-threat area or a high-risk airport, but travel orders must include the authorization.

C3.2.7.5.4. Limit TAD/TDY travel to or through high-threat areas to the minimum that is absolutely essential.

C3.2.7.5.5. Avoid using baggage ID tags with military rank, insignia, or duty station.

C3.2.7.6. Handling Classified Material. Classified information shall be sent via secure classified networks, classified fax, or diplomatic pouch whenever possible. Hand carrying of classified material other than by diplomatic courier should be used only as a last resort. There

⁷⁶ DoDD 4500.54E can be located at <http://www.dtic.mil/whs/directives/corres/pdf/450054E.pdf>.

is no assurance of immunity from search by customs, police, and/or immigration officials of various countries whose border a courier may cross.

C3.2.7.6.1. If classified material will be hand carried, DoD travelers shall coordinate with the originating and receiving units, affected US Embassies and/or Combatant Commands and adhere to DoDM 5200.01-Vol 3 (Enclosure 4),⁷⁷ for proper protection of classified information during its transportation. DoD travelers carrying classified materials will also consult DOS 12-FAM, “Foreign Affairs Manual.”⁷⁸

C3.2.7.6.2. DoD and DoD-sponsored travel requests shall include a statement that disclosure authorization has been approved in accordance with DoD Directives 5230.11 (Reference (v)),⁷⁹ C-5230.23 (Reference (w)),⁸⁰ 2040.02 (Reference (x))⁸¹ or 5230.09 (Reference (y)),⁸² if disclosure or presentation of classified information or export-controlled unclassified technical data may occur. Any traveler who must carry classified material shall also state that the traveler is aware of the requirements to protect classified information outlined in Enclosure 4,⁸³.

C3.2.8. DOS issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help US citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, give a description of the risks, and provide clear actions US citizens should take to help ensure their safety. To see a complete list of Travel Advisories for every country in the world, see <https://travel.state.gov/traveladvisories>. Click on DOS’s [color-coded world map](#) for a global view.

C3.2.8.1. **Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

C3.2.8.2. **Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The DOS provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

C3.2.8.3. **Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The DOS provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

C3.2.8.4. **Level 4 – Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the US government may have very limited ability to provide assistance. The DOS advises that US citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for

⁷⁷ DoDM 5200.01-Vol.3 can be located at http://www.dtic.mil/whs/directives/corres/pdf/520001_vol3.pdf.

⁷⁸ This manual is available at <http://www.usaid.gov/policy/ads/fam.html#12fam>.

⁷⁹ DoDD 5230.11 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/523011p.pdf>.

⁸⁰ DoDD C-5230.23 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/523023p.pdf>. This is a classified Directive that can be obtained from the OPR: USD(P), 703-571-9255.

⁸¹ DoDD 2040.02 can be located at <http://www.dtic.mil/whs/directives/corres/dir.html>.

⁸² DoDD 5230.09 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/523009p.pdf>.

⁸³ DoDM 5200.01-Vol. 3 can be located at http://www.dtic.mil/whs/directives/corres/pdf/520001_vol3.pdf.

travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

C3.2.8.5. DOS Travel Advisories, and country specific information is available at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>. Travelers with an emergency while overseas should contact the nearest US Embassy or US Consulate or call the Overseas Citizens' Services Hotline at 888-407-4747 or 1-202-501-4444 for assistance.

C3.2.9. Leave Requirements. Review DoD FCG individual country entries for specific information concerning requirements for DoD personnel traveling on leave.

C3.2.9.1. US military and DoD civilian personnel who are assigned or visiting TAD/TDY to a foreign country and who travel to another country on leave may return to the original country of assignment using the same identification credentials (e.g., ID card and orders, passport, etc.) for assignment country entry.

C3.2.9.2. Reserve personnel (when activated) and National Guard personnel (when in Title 10 status) must follow the leave requirements listed in the DoD FCG, Section IV of the individual country pages. Reserve personnel (not activated) and National Guard personnel (not in Title 10 status) are not required to follow the requirements listed in the DoD FCG.

C3.2.9.3. Personnel travel clearance requirements (e.g., Country, Theater, and/or Special Area Clearance) do not apply to DoD personnel traveling as part of a cruise unless specified in the individual country pages.

C3.2.9.4. See individual country entries for geographic Combatant Command AOR specific requirements.

C3.2.9.5. Space-A Travel. If a specific overseas destination neither specifically permits nor prohibits "Space A" travel in the DoD FCG individual country entries, the aerial port (or the passenger processing organization) should contact the destination location to confirm customs and immigration capability and availability exists before manifesting any "Space A" passengers to that destination.

C3.3. PERSONNEL TRAVEL CLEARANCE REQUEST PREPARATION

C3.3.1. General Requirements

C3.3.1.1. DoD travelers shall prepare and send personnel travel clearance request messages in accordance with DoD FCG individual country entries. Individual country entries list the action and information addresses for clearance requests.

C3.3.2. Format. Use the format in Figure C3.F1 to provide the information required for personnel travel clearance requests.⁸⁴

C3.3.3. Country Clearance. DoD travelers shall obtain country clearances through the USDAO, SCO, or other authority specified in the DoD FCG individual country entry. Most countries require at least 30 days lead time before departure date. Address DoD personnel

clearance travel requests in accordance with DoD FCG country entries. Each DoD FCG country entry lists the addresses for all clearance requests concerning that country.

C3.3.3.1. Security Clearance. Security clearances and access level shall be verified using the Joint Personnel Adjudication System (JPAS) for DoD civilian, military, and contractor personnel whose access level and affiliation are reflected in JPAS. Fax, telephone, or other appropriate method shall be used for those personnel whose access level and affiliation are not reflected in JPAS (Ref: Per [DoDM 5200.01 – V3, 24 February 2012](#), Enclosure 2, Paragraph 7.a.).

C3.3.3.1.1. Security clearance information entered in the Aircraft and Personnel Automated Clearance System (APACS) field does not validate the security clearance nor does it authorize access to classified information or secure facilities. If required for this visit, security clearance information must be passed via Joint Personnel Adjudication System (JPAS) or other appropriate method. Travelers with Sensitive Compartmented Information (SCI) access shall report anticipated foreign travel IAW with DoDM 5105.21, Vol 3.

C3.3.3.1.2. Per [DoDM 5105.21, Volume 3](#), personnel with Sensitive Compartmented Information (SCI) access who plan official or unofficial foreign travel shall report anticipated foreign travel through their immediate supervisors to their SSO or local SCI security official. Failure to report foreign travel may result in reevaluation of eligibility for continued SCI access.

C3.3.4. Theater Clearance. DoD travelers shall obtain theater clearance through the geographic Combatant Command or delegated authority. Refer to DoD FCG individual country entries for theater clearance guidance.

C3.3.5. Special Area Clearance. DoD travelers will receive a “Special Area Clearance approved by the Offices of the Under Secretary of Defense (OUSD) through the USD(P)” prior to travel to a country designated as a special area. APACS automatically requests Special Area Clearance concurrently with Country and Theater Clearance.

C3.3.5.1. General and flag officers or SES personnel and personnel of equivalent or higher rank and aircrew members performing additional official duties in a capacity other than as members of an aircrew shall obtain special area clearance if specifically required by the DoD FCG individual country entry.

C3.3.5.2. Table C3.T9. Countries That Require a Special Area Clearance

Belarus	Guantanamo Bay
China	Russia*
Colombia*	Somalia
Cuba	Venezuela
Eritrea	Western Sahara

* Indicates a country in which only Senior Officials require a Special Area Clearance.

C3.3.5.3. Minimize DoD presence in special areas. Requests to hold conferences, workshops, seminars, etc., in special areas involving out-of-country participants are not normally approved. The only exceptions are meetings directed by PACOM or relating directly to essential programs conducted in special areas. Consider alternative sites before submitting a request to

conduct a meeting in a special area. The inviting DoD Components may request country and theater clearance and provide the information in an invitation message but shall not provide the Special Area Clearance.

C3.3.5.4. Determine if a special area clearance request is required by FCM Table C3.T9 or DoD FCG individual country entries. If the country is listed on the special area clearance table, request special area clearance through OUSD(P) with information copy to DoD Component headquarters in accordance with DoD Component directives (e.g., HQ USAF/A10P for USAF personnel).

C3.3.5.5. OUSD(P) shall notify travelers of special area clearance request approval or disapproval. When using APACS, requestors will receive automatic notification via e-mail if specified on the user's APACS profile.

C3.3.5.6. Special area clearance requirements do not apply to the following categories of travel: travel by personnel in unified or overseas service commands to units of those commands; intra-theater troop movements; personnel deploying to support formally-approved exercises or deployments; personnel on leave, with the exception of leave travel to Cuba; aircrew who perform aircrew duties exclusively, with the exception of general or flag officers or SES personnel (or equivalent); personnel assigned to international staffs or organizations; members and employees of Congress; transit personnel, defined as individuals transiting a country en route to or from another country or location where official business; and, PCS personnel (including contractors).

C3.3.5.7. See individual country entries for geographic Combatant Command AOR specific requirements.

C3.3.6. Health Requirements. Determine and adhere to specific medical requirements identified in the DoD FCG individual country entries.

C3.3.6.1. DoD Component commanders shall ensure that health threat briefings, pre-deployment briefings, and pre-deployment health screenings are conducted. All deploying personnel shall be determined to be medically and psychologically fit for worldwide deployment. Immunization records shall be screened and immunizations provided to protect against diseases in the deployment area. Depending on the mission, vulnerability assessment teams may include medical personnel with preventive medicine background to evaluate commands, personnel, and facilities. Health promotion, medical surveillance, and the prevention of illness, non-battle injury, and disease, including combat stress, shall be integrated into the training of individual Service members, into the training of military units, and into military exercises.⁸⁵

C3.3.6.2. See individual country entries for geographic Combatant Command AOR specific requirements.

C3.3.7. Uniform/Clothing Recommendations. Adhere to DoD personnel uniform requirements identified in DoD FCG individual country entries. Individual country entries may include the geographic Combatant Commands' requirements on uniforms.

⁸⁵ The Armed Forces Medical Intelligence Center website is located at <http://www.afmic.dia.smil.mil>.

C3.3.7.1. A foreign country's more stringent uniform requirements take precedence over US requirements within its borders.

C3.3.7.2. See individual country entries for Regional Combatant Command AOR specific requirements.

C3.3.8. Military Department Requirements. Determine and adhere to Military Department unique requirements prior to submitting the DoD travel request.

C3.3.8.1. HQ USAF

C3.3.8.1.1. If proposed travel involves contact with foreign nationals or foreign representatives, the disclosure of USAF unclassified and classified information must be authorized in accordance with AFI 16-201, "Air Force Foreign Disclosure and Technology Transfer Program," 23 July 2014.⁸⁶ The activity sponsoring travel involving disclosure shall submit a request for release authority through disclosure channels to SAF/IAPD.

C3.3.8.1.2. If the Major Command or USAF activity sponsoring the travel has been delegated disclosure authority, the activity shall submit an information copy clearly stating the authority to SAF WASHINGTON DC/IAPD//. Suggested wording is, "Foreign nationals or foreign representatives will be contacted."

C3.3.9. Travel Precautions. Review DoD FCG country entries for information pertaining to vehicle operator requirements, local traffic laws and precautions, host government tax exemptions, and the availability of government transportation and/or government fuel or government-sponsored fuel coupons. Contact US Embassy officials for additional information requirements.

C3.3.10. Personnel Clearance Approval. Approval authorities shall respond in accordance with timelines outlined in the DoD FCG country entries.

C3.3.10.1. If DoD travel is the result of an invitation issued by the unit to be visited, the unit extending the invitation should request country and theater clearance, if required, and provide approval notification in the invitation message.

C3.3.10.2. If details of the visit are not known at the time of the invitation, clearance may be granted, contingent upon required information being provided before travel.

C3.3.10.3. An office that grants a theater or country clearance may also notify the recipients whether the geographic Combatant Commander or the COM in the country to be visited is responsible for the DoD traveler's force protection. The message notifying DoD personnel of theater or country clearance may also specify a clear line of communication for all force protection matters. The message may inform the recipients of the DoD travelers of responsibility to: 1) ensure that TDY or deployment orders reflect who is responsible for force protection, and 2) ensure that the DoD traveler's orders include a statement certifying that Level I AT/FP training shall be complete prior to departure.

⁸⁶ AFI 16-201 is available at https://www.fcg.pentagon.mil/static/FCM_2016_12_AFI16-201.pdf.

September 24, 2021

C3.F1. Personnel Travel Clearance Request Format

UNCLASSIFIED//

(Use appropriate message classification. If the Travel Clearance Request is classified, include paragraph markings and downgrade instructions according to Executive Order 12958. Mark classified paragraphs where content can be released to foreign nationals according to current security classification guidance marking instructions. If personal information is required for clearance approval, include the statement "Personal Data – Privacy Act of 1974.")

PRECEDENCE TO: ROUTINE

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: (Use originator's office symbol.)

FROM D/N:

SUBJECT: TRAVEL CLEARANCE REQUEST – (Country Name) – (Name of Traveler)

REF A: DOD 4500.54-M, DOD FOREIGN CLEARANCE MANUAL

1. COUNTRY(IES) TO BE VISITED: (Specify country[ies] names each traveler listed in this message will visit during this period.)

2. TRAVELERS: (Begin with highest ranking travelers. Use separate sub-paragraphs a through x for each name. Number and list all traveler's name[s], grade[s] or title[s], security clearance[s], organization[s] and citizenship/nationality of non-U.S. citizens listed in the request.)

A. TRAVELER 1:

B. TRAVELER 2:

3. DATES OF TRAVEL AND ITINERARY: (Provide specific dates of travel.)

A. FLIGHT INFORMATION: (Provide flight information, including name[s] of airline[s]; flight number[s]; and date[s], time[s] and airports of departure/arrival. If information not available, state "Not available at this time.")

B. LOCATION(S) TO BE VISITED: (Provide specific unit[s], installation[s], city[ies]; and, if applicable for clarification, province, state or island.)

C. ITINERARY: (Provide date/time of arrival/departure for location[s] listed in paragraph 3.B.)

D. ALTERNATE DATES: (Provide alternate dates for clearance approval, if the dates in paragraph 3.C cannot be supported.)

4. PURPOSE OF TRAVEL: (Provide short explanation for why the itinerary is required.)

A. SUBJECTS TO BE DISCUSSED: (Provide sufficient detail to permit approval authorities to determine if the visit should receive Country, Theater, and/or Special Area clearance.)

B. CLASSIFICATION: (Provide classification level and disclosure authority for information that will be briefed to foreign nationals. State "Not Applicable" if this paragraph does not apply.)

C3.F1. Personnel Travel Clearance Request Format (Continued)

5. ORGANIZATION(S) TO BE VISITED:

A. NAMES, ADDRESSES, AND INDIVIDUALS: (List in order of the itinerary the name and address of the agencies and officials to be visited, including representatives of foreign governments, industrial firms, U.S. Embassy, or DoD personnel.)

B. POC: (Provide name[s], grade[s] or title[s], and local phone number[s] of the point[s] of contact or person[s] extending the visit at each itinerary location.)

6. SUPPORT REQUIRED AND SOURCE OF FUNDING:

A. (At this paragraph, request logistical and/or administrative support from the unit being visited. Include, if required, hotel and transportation arrangements, securing classified information, security forces support, or assistance in preparing briefings or for meetings. If no support is required, state "Not Required.")

B. FUND CITE OR OTHER FUNDING SOURCE FOR SUPPORT REQUIRING PAYMENT: (Provide program fund, official credit card or other fund cite numbers for how payment for requested support will be received. Do not include personal credit card numbers in the message request.)

7. STATEMENT(S):

A. SPECIAL AREA CLEARANCE [IS/IS NOT] REQUESTED: (State whether or not a Special Area Clearance is requested. See DoD FCM individual country entry for each travel location.)

B. LEVEL I ANTITERRORISM/FORCE PROTECTION (AT/FP) TRAINING COMPLETED ON: (Provide the date completed or will be completed prior to travel.)

8. THEATER-SPECIFIC REQUIREMENT(S): (Read DoD FCM individual country entry[ies], para III.D.2, where travel will occur for awareness and put required information here.)

9. COUNTRY-SPECIFIC REQUIREMENTS: (Read DoD FCM individual country entry[ies], para III.D.3, where travel will occur for awareness and put required information here.)

10. INFORMATION FOR CONTACTING TRAVELERS AT HOME STATION: (Provide all traveler[s] names[s], commercial/DSN phone and fax number[s] and email address[es] in the same order as Travel Request Message format, para 2, above.)

A. TRAVELER 1:

B. TRAVELER 2:

Enclosure C3.E1. State Department Worldwide Caution Message

15 January 2019

This latest update to the Department of State's Worldwide Caution provides US citizens with general information regarding terrorist activities, political violence and criminal activity that transpire abroad, as well as specific recommendations on how to prepare for possible contingencies, receive information on breaking security events and ensure that travelers can be contacted in an emergency. This version replaces the Worldwide Caution dated 02 July 2018.

As terrorist attacks, political violence (including demonstrations), criminal activities and other security incidents often take place without any warning, US citizens are strongly encouraged to maintain a high level of vigilance and practice good situational awareness when traveling abroad. When planning a trip and prior to departing the United States, US citizens should consult country specific [Travel Advisories](#) and information pages on travel.state.gov.

Travelers are also urged to enroll in the [Smart Traveler Enrollment Program](#) (STEP) to receive security messages and to make it easier to locate you in an emergency. The Department uses these security messages to convey information about terrorist threats, security incidents, planned demonstrations, natural disasters, etc. In an emergency, please contact the nearest US Embassy or consulate or call the following numbers: **1-888-407-4747** (toll-free in the United States and Canada) or **1-202-501-4444** from other countries.

US government facilities worldwide actively monitor potential security threats and may temporarily close or periodically suspend public services to assess their security posture. In those instances, US embassies and consulates will make every effort to provide emergency services to US citizens. US citizens abroad are urged to monitor the local news and maintain contact with the nearest US Embassy or consulate.

Terrorist groups including ISIS, al-Qa'ida, their associates, and those inspired by such organizations, are intent on attacking US citizens wherever they are. Extremists may use conventional or non-conventional weapons to target US government and private interests. Terrorists are increasingly using less sophisticated methods, including edged weapons, pistols and vehicles, as weapons to effectively target crowds. Extremists increasingly aim to identify and attack "soft" targets, such as:

- high-profile public events (sporting contests, political rallies, demonstrations, holiday events, celebratory gatherings, etc.)
- hotels, clubs and restaurants
- places of worship
- schools
- parks
- shopping malls and markets
- tourism infrastructure and tourist sites
- public transportation systems
- airports

In multiple regions, terrorists, guerrilla groups and criminals seek to kidnap US citizens to finance their operations or for political purposes. The Department also remains concerned that terrorists could again seek to down aircraft using concealed explosives or hijack commercial flights.

Private US citizens should not travel to any country to participate in armed conflict. US citizens are reminded that fighting on behalf of, or providing other forms of support to, designated terrorist organizations can constitute the provision of material support for terrorism, which is a serious crime that can result in penalties, including prison time and large fines.

For further information:

- See the [Department of State's travel website](#) for the [Worldwide Caution](#), [Travel Advisories](#), and [country information](#).
- Follow us on [Twitter](#) and [Facebook](#).
- The Department of State's Overseas Security Advisory Council (OSAC) provides several resources to enhance the safety and security of the U.S. private sector abroad. Additional information on OSAC can be found on [OSAC.gov](#) or by following OSAC on [Twitter](#).
- Mariners and U.S. citizens considering maritime travel should also review information at the websites of the [National Geospatial Agency](#), the [Maritime Security Communications with Industry Portal](#), and the [U.S. Coast Guard](#) for information related to [maritime](#) and port security globally.

Enclosure C3.E3. Notice to Bearers of Official and Diplomatic Passports



United States Department of State

Special Issuance Agency
1111 19th Street NW, Suite 200
Washington, D.C. 20036-3617

Important Notice to Bearers of Official and Diplomatic Passports

A passport at all times remains the property of the United States and must be returned to the U.S. Government upon demand. 22 CFR § 51.7(a).

An official or diplomatic passport may be used **only** as long as you retain the position or status for which it was issued. An official or diplomatic passport must be returned to the Department of State upon the termination of the bearer's official or diplomatic status or at such other time as the Department may determine. 22 CFR §§ 51.4(c)-(d). State Department personnel may return their passport to the Special Issuance Agency directly or via their Bureau's Executive Office. Personnel of other agencies should return their passports through their agency headquarters.

Bearers of an official or diplomatic passport must use that passport when entering or exiting their country of assignment abroad and for return to the United States. Regular (tourist) passports must be used for personal travel except when entering or exiting the country of assignment abroad.

An official or diplomatic passport DOES:

- Attest that the bearer is traveling on official or diplomatic business for the U.S. Government, or is an accompanying family member of such a person. It implies no other status.

An official or diplomatic passport DOES NOT:

- Provide diplomatic immunity;
- Provide exemption from foreign laws, including customs, immigration or labor laws;
- Allow the bearer to carry classified or sensitive material across international borders;
- Allow the bearer to avoid questions by foreign immigration or to ignore security checkpoints;
- Provide a shield from arrest;
- Shield the bearer from the hazards of war, criminal violence, or terrorism;
- Grant benefits to which the bearer is not otherwise entitled.

An official or diplomatic passport MAY:

- Subject the bearer to increased scrutiny by foreign governments and other entities.

The enclosed passport carries the same message from the Secretary of State as appears in a regular passport requesting that the bearer be permitted "to pass without delay or hindrance" and given "all lawful aid and protection." In addition, the enclosed passport carries an endorsement announcing that the bearer is abroad on an official or diplomatic assignment for the U.S. Government. Thus, while traveling abroad with this passport you have a special obligation to respect the laws of the country in which you are present as well as U.S. federal government and agency-specific standards of conduct.

Many countries have visa requirements for official or diplomatic passport holders that are greater than the requirements for tourist passport holders. You may have to obtain an official or diplomatic visa depending on the countries to which you will travel. Note that the placement of an official or diplomatic visa in a passport does not, in itself, result in diplomatic status or diplomatic immunity in the host state. You can obtain information on foreign visa requirements for official and diplomatic passport holders at: http://travel.state.gov/travel/requirements/specialissuance/specialissuance_5339.html.

Examples of “insufficient justification”
for official/diplomatic passports for contractors

- Contractor’s work is “important,” “sensitive,” “classified,” “official/diplomatic” [NFI]
- Contractor needs to appear to be a U.S. government employee.
- Passport is needed for access to USG facilities or conveyances.
- The Embassy or consulate requires it.
- The country clearance cable requires it.
- Avoid questions at foreign immigration.
- Shield from arrest.
- Facilitate travel and safety.
- Protection in remote locations/war zones.
- Enable transports of sensitive/classified material across borders.
- Ensure admittance to foreign countries.
- Facilitate shipment of vehicles or household or personal effects.
- Other members of travel party have official or diplomatic passports.
- Meetings at U.S. Embassies with U.S. diplomats.
- Meetings or work with foreign government personnel.
- Predecessor/colleague has one.
- “Upgrade” from regular/official passport.
- Host country will not issue official/diplomat visas in regular passport [apply for a business visa or work/residence permit in regular passport].
- Host country will not allow personnel in non-diplomatic status to perform the function.

C4: CHAPTER 4
FOREIGN OPERATING RIGHTS

C4.1. DOD POLICY

C4.1.1. Reference (g),⁸⁷ Section 13, delegates authority to negotiate and conclude certain types of international agreements (except those having policy significance) to the Chairman, Joint Chiefs of Staff (for agreements concerning operational command of joint forces) and the Secretaries of the Army, the Navy, and the Air Force (for predominantly uni-Service matters). These types of international agreements include:

C4.1.1.1. Technical, operational, working, or similar agreements or arrangements, concluded pursuant to a treaty or executive agreement that entails implementing arrangements;

C4.1.1.2 Agreements for cooperative or reciprocal operational, logistical, training, or other military support, including arrangements for shared use or licensing of military equipment, facilities, services and nonphysical resources;

C4.1.1.3. Agreements relating to combined military planning, command relationships, military exercises and operations, minor and emergency force deployments, and exchange programs, including those effected pursuant to 10 USC. 2114(a);

C4.1.1.4. Agreements for the collection and exchange of military information and data other than military intelligence;

C4.1.1.5 Cooperative research, development, test, evaluation, technical data exchange, and related standardization agreements that are not implemented through the Security Assistance program; and,

C4.1.1.6 Agreements relating to the sharing or exchange of DoD communications equipment, facilities, support, services, or other communications resources with a foreign country or alliance organization, the use of US military frequencies or frequency bands, and the use of US communications facilities and/or systems by foreign organizations, whether overseas or in the CONUS.

C4.1.2. It is DoD policy to maintain awareness of compliance with the terms of international agreements. The DoD Components shall oversee compliance with international agreements for those agreements for which the DoD Component is responsible. The DoD Components shall keep the DoD General Counsel (GC, DoD) currently and completely informed on compliance with all international agreements in force for which they are responsible.

C4.1.3. The USD(P), among other duties, shall develop, coordinate, and oversee the implementation of political-military policy on issues of DoD interest relating to foreign

⁸⁷ DoDD 5530.3 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/553003p.pdf>.

governments and their defense establishments, to include arrangements for access and operating rights. (Reference (z))⁸⁸

C4.1.4. The Assistant Secretary of Defense for International Security Affairs (ASD(ISA)) is responsible for, among other duties, conducting and managing day-to-day, multilateral, regional, and bilateral defense relations with all foreign governments in assigned areas of responsibility. (Reference (aa))⁸⁹

C4.1.5. DOS 1 FAM 410, Section 414.3, “Office of International Security Operations (PM/ISO),” identifies that PM/ISO coordinates, in concert with other interested offices in the DOS PM Bureau, DOS review and approval of DoD worldwide requirements for foreign bases, facilities, staging, overflight, and operating rights, including indemnity and liability for military personnel and equipment, exercises, and operations (except those related to NATO and strategic forces).⁹⁰

C4.2 IMPLEMENTATION GUIDANCE

C4.2.1. CJCSI 2300.01C,⁹¹ “International Agreements” 5 October 2007, AFI 51-701,⁹² “Negotiating, Concluding, Reporting, and Maintaining International Agreements” 6 May 1994, AR 550-51,⁹³ “International Agreements” 2 May 2008, and OPNAVINST 5710.25B,⁹⁴ “International Agreements” 10 May 2016, provide information and procedural guidance to implement and supplement Reference (g).⁹⁵ These publications delegate the authority to negotiate and conclude certain categories of international agreements, establish requirements for processing international agreements, and detail reporting and record-keeping requirements.

C4.2.1.1. The responsible coordinating office will submit all proposals for negotiating or concluding international agreements under the DoD Component’s authority to the appropriate legal adviser or staff judge advocate for review and concurrence. Personnel will not make any unilateral commitments to a foreign government or international organization, either orally or in writing, before seeking review and obtaining concurrence of the legal adviser or staff judge advocate of the DoD Component.

C4.2.1.2. DoD personnel authorized to conduct or take part in the negotiation of an international agreement shall be responsible for ensuring that during the negotiation no position is communicated to a foreign government or to an international organization as a US Government position that deviates from existing authorization or instructions.

⁸⁸ DoDD 5111.01 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/511101p.pdf>.

⁸⁹ DoDD 5111.07 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/511107p.pdf>.

⁹⁰ DOS 1 FAM 410 can be located at <https://fam.state.gov/FAM/01FAM/01FAM0410.html>.

⁹¹ CJCSI 2300.01C can be located at http://www.dtic.mil/cjcs_directives/cdata/unlimit/2300_01.pdf.

⁹² AFI 51-701 can be located at http://static.e-publishing.af.mil/production/1/af_a3_5/publication/afi51-701/afi51-701.pdf.

⁹³ AR 550-51 can be located at https://www.fcg.pentagon.mil/static/FCM_2016_12_AR_550-51_International_Agreements.pdf.

⁹⁴ OPNAVINST 5710.25B can be located at https://www.fcg.pentagon.mil/static/FCM_2016_12_OPNAV_INSTRUCTION_5710_25B.pdf.

⁹⁵ DoDD 5530.3 can be located at <http://www.dtic.mil/whs/directives/corres/pdf/553003p.pdf>.

C4.2.2 Air Force Requests for Foreign Rights

C4.2.2.1. Submit requests for Foreign Rights to HQ USAF/A10P: DMS, HQ USAF WASHINGTON DC//A10P//; or Mail, HQ USAF Washington DC/A10P, 1488 Air Force Pentagon, Washington, DC 20330-1480. Submit Foreign Operating Rights requests no later than 120 days prior to arrival in the foreign country. Submit Foreign Military Rights requests no later than 180 days prior to arrival in the foreign country. Submit Foreign Survey requests as far in advance as possible; allow at least 60 days to obtain permission for the survey and to process the travel clearance for the survey team.

C4.2.2.1.1. HQ USAF/A10P shall coordinate Foreign Rights requests with SAF/IA, and SAF/GCI, and inform Air Staff offices, as appropriate.

C4.2.2.1.2. Submit requests to negotiate International Agreements to SAF/IA: DMS, SAF WASHINGTON DC//IA//; or Mail, SAF Washington DC/IA, 1080 Air Force Pentagon, Washington DC 20330-1080. Proposals for international agreements should be addressed to the specific regional office: Europe/NATO/Eurasia, SAF/IARE; Latin America, SAF/IARL; Pacific, SAF/IARP; Middle East and Africa, SAF/IARM; Saudi Arabia, SAF/IARS; and for technical or armaments agreements, SAF/IAPQ. Submit requests as far in advance as possible.

C4.3. FOREIGN RIGHTS REQUEST PREPARATION

C4.3.1. See Figures C4.F1 and C4.F2 for format and information requirements when completing Foreign Operating Rights and Foreign Site Survey requests, respectively.

C4.F1. Foreign Operating Rights Request Format

CLASSIFICATION//

(Use appropriate message classification level. If the Aircraft Diplomatic Clearance Request is classified, include paragraph markings and downgrade instructions according to Executive Order 12958. Mark classified paragraphs where content can be released to foreign nationals according to current security classification guidance marking instructions. If personal information is required for clearance approval, include the statement "Personal Data – Privacy Act of 1974.")

PRECEDENCE TO: ROUTINE

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: (Use originator's office symbol.)

FROM D/N:

SUBJECT: FOREIGN OPERATING RIGHTS REQUEST

REF A: DOD 4500.54-M, DOD FOREIGN CLEARANCE MANUAL

1. PROJECT NAME: (Provide name of project[s]. If the name is classified, state security classification, unclassified project identifier, and project number, if applicable.)

2. PROJECT DESCRIPTION: (Describe the project[s] clearly. Difficulty understanding technical terminology will result in delay. Use technical expressions only when essential for accurate description. Explain each technical expression in layman's terms.)

3. USAF REQUIREMENTS: (Describe USAF requirements. List the project(s) and countries in order of priority, including multiple locations within one country and possible future requests.)

A. OBJECTIVES OF EACH PROJECT: (Identify project objectives.)

B. JUSTIFICATION: (Provide justification for each project objective in terms of impact on national defense, basic science, etc.)

4. METHOD OF OPERATION

A. AIRCRAFT INFORMATION:

(1) TYPE(S): (Identify type[s] of aircraft involved.)

(2) CONFIGURATION(S): (Indicate aircraft configuration[s].)

(3) FLIGHT PROFILE: (Enter flight profile[s].)

(4) AIR TRAFFIC CONTROL (ATC) REQUIREMENTS: (Identify unique ATC needs, if any)

B. EQUIPMENT:

(1) TYPE AND QUANTITY: (Identify type of equipment, whether passive or active, and quantity.)

(2) METHOD OF INTRODUCTION INTO AND REMOVAL FROM THE AREA: (Propose method of introduction into and removal from each country where the FOR mission will occur.)

(3) OWNERSHIP: (Identify whether equipment is U.S. Government-owned, U.S. Government-leased, privately owned, or other type ownership.)

C. ACQUISITION OF REAL ESTATE OR CONTRACTING OF SUPPORT FACILITIES:

(Indicate whether the project requires the acquisition of real estate or contracting of support facilities.)

D. SCHEDULE: (Provide schedule or outline of air and ground operations. Include maps, pictures, and brochures describing the project. Explain schedule background and operational aspects.)

5. PERSONNEL: (Indicate number of personnel participating in each project. For each, specify the following.)

C4.F1. Foreign Operating Rights Request Format (Continued)

<p>A. NAME: (Provide name of each participant.)</p> <p>(1) GRADE: (Indicate grade of each participant.)</p> <p>(2) STATUS: (Indicate status of each participant [e.g., aircrew, military, DoD civilian employee, DoD civilian contractor].)</p> <p>(3) CITIZENSHIP: (Indicate citizenship of each participant.)</p> <p>(4) PASSPORT AND VISA INFORMATION: (Enter passport and visa information for each participant.)</p> <p>B. (List each name by rank or seniority on the project.)</p> <p>6. SPECIAL REQUIREMENTS</p> <p>A. (List any project-specific billeting, mess, transportation, or other requirements that may normally be included in later aircraft diplomatic and personnel clearance requests.)</p> <p>B. (List requirements to use specific radio frequencies. Be aware that a request to use radio frequencies is handled by a request separate from the FOR request. State that "Radio frequency authorization will be processed after the Department of State sends the FOR request to the U.S. Embassy.")</p> <p>7. CLASSIFICATION: (State "Unclassified" if project is not classified. State "Confidential" or higher if there are formal negotiations and negotiating options that identify U.S. Government positions.)</p> <p>8. RELEASE OF PROJECT DATA TO THE HOST NATION</p> <p>A. (If unclassified, state that "All project data is releasable to the host government as required.")</p> <p>B. (If classified, identify what specific project data is releasable to the host nation and reasons it can be released. Identify what foreign disclosure authorities [Army, Navy, USAF, DIA, or other named] have authorized release. Provide copies of the release authority.)</p> <p>9. HOST-NATION PARTICIPANTS/OBSERVERS: (Identify which host-nation counterparts to the U.S. project personnel [e.g., government officials, military officers, scientists, or other type/named officials] should be invited to participate in and/or observe the project. Participation in aerial flights shall comply with Department of Defense and United States Air Force regulations.)</p> <p>10. POTENTIAL BENEFIT TO HOST-NATION: (Identify fully the project's potential benefit to the host nation. Potential benefits may include: access to new or different information; economic benefit of local hires, purchases, contracting, and personal expenditures; general benefit to host nation as member of international community; or other specific benefits.)</p> <p>11. COMMAND PROJECT OFFICER (CPO)</p> <p>A. NAME: (Provide full name of CPO.)</p> <p>B. LOCATION: (Provide unit mailing address of CPO.)</p> <p>C. CONTACT INFORMATION: (Provide CPO's office number [commercial and DSN] and email address.)</p> <p>12. HQ USAF ACTION OFFICER (AO) POINT OF CONTACT</p> <p>A. OFFICE: (Identify Air Staff office with related functional responsibility to the project.)</p> <p>B. NAME: (Provide full name and rank of Air Staff AO.)</p> <p>C. CONTACT INFORMATION: (Provide Air Staff AO's office number [commercial and DSN] and email.)</p>

C4.F2. Foreign Site Survey Request Format

CLASSIFICATION//

(Use appropriate message classification level. If the Aircraft Diplomatic Clearance Request is classified, include paragraph markings and downgrade instructions according to Executive Order 12958. Mark classified paragraphs where content can be released to foreign nationals according to current security classification guidance marking instructions. If personal information is required for clearance approval, include the statement "Personal Data – Privacy Act of 1974.")

PRECEDENCE TO: ROUTINE

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: (Use originator's office symbol.)

FROM D/N:

SUBJECT: FOREIGN SITE SURVEY REQUEST

REF A: DOD 4500.54-M, DOD FOREIGN CLEARANCE MANUAL

- 1. PURPOSE OF THE REQUEST:** (Provide purpose of the request, including a detailed description of the proposed activity in layman's terms.)
- 2. START DATE:** (Provide proposed start date of foreign site survey.)
- 3. PERSONNEL:** (Indicate total number of people needed to operate, maintain, and support the survey.)
- 4. FACILITIES REQUIRED:** (Specify which facilities or site areas are required by specific location, if known. If specifics not known, identify square footage needs. Identify related support requirements.)
- 5. SUPPORT REQUIRED:** (Specify other support requirements, such as billeting or transportation, and the point of contact for each.)
- 6. ESTIMATED COST:** (Indicate estimated cost of establishing the proposed activity and status of funding.)
- 7. ESTIMATED IMPACTS:** (Identify estimated impacts of proposed activity on facilities and/or property involved. Include environmental impacts.)
- 8. DISCLOSURE OF CLASSIFIED/SENSITIVE INFORMATION:** (Indicate whether the survey may require disclosure of classified or sensitive information to the host nation.)
- 9. POC:** (Provide name, rank, title, telephone [commercial and DSN] and email address for a point of contact for the site survey request.)